



MONTESSORI GARDEN Nursery School

Policies & Procedures ("PP") – F4 Accidents, Incidents & First Aid

F 4. Accidents, Incidents & First Aid (SF 3.50-3.51)

At Montessori Garden Nursery we follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) for the reporting of accidents and incidents. **Child protection matters** (B. Child Protection PP) or behavioural incidents (among children G. Behaviour Management) are **not regarded as incidents** for this purpose and separate policies procedures are in place for such incidences. Any further action taken may be recorded separately at a later date. Great care should be taken at all times to prevent **injury** to children and staff. However, accidents can happen and the way they are dealt with is extremely important. All staff and volunteers undergo Induction training before they can start working as well as Annual PP refreshers, which includes health and safety procedures to minimise risk and that they know what to do in an emergency.

F 4.1. First Aid Kits and Emergency Contact Details

We ensure there is a **first aid box** easily accessible but kept out of the reach of children in each classroom, our outing bag and another small one in the kitchen at all times. We ensure that the first-aid equipment is kept clean, replenished and replaced as necessary.

- ✓ Complies with the Health and Safety (First Aid) Regulations 1981
- ✓ Sterile items will be kept sealed in their packages until needed.
- ✓ Is re-stocked as necessary either during **Termly audit** or when an item has been used (if any item is used, it is the responsibility of the member of staff using that item to tell the Manager or check as soon as is practicable to ensure it is replaced or additional supplies ordered).

We also have easily accessible emergency telephone numbers, including the local police.

Where we rent the premises, we ensure the Manager has access to the person responsible e.g. landlords representative and other building tenants to ensure that there is a shared procedure for dealing with emergencies. *Where we are responsible for the premises, we have contact numbers for the gas and electricity emergency services, and a carpenter and plumber.*

F 4.2. First Aiders & Emergency Treatment

MG will always have at least one staff member on duty on the premises or on an outing at any given time who will have Ofsted approved current **First-Aid certificate** covering babies and young children (*link PP C1 Recruitment and SF s.3.25*). All such compulsory **certificates are audited annually** to ensure any expiring training is updated in time.

Prior parental consent for emergency/ medical treatment is sought for on the Registration Form completed by parents when the child joins MG. Parents sign a consent form at registration allowing (or disallowing) staff to administer First Aid and take their child to the nearest A&E unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

- ✓ Safety gloves must be worn when dealing with any cuts, saliva or other body fluids, and then disposed of in sealed plastic bag or sealed within the overturned glove, in the appropriate manner, this should then be placed into a nappy bin (*link PP F8. Hygiene PP*);

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Review date: May 2020



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- ✓ The wound will be cleaned with sterile cloths or a cold compress applied. No ointment will be applied;
- ✓ If hospital attention is needed, then the Manager will make that decision and will take the necessary action to get that person to hospital;
- ✓ Staff must be aware of procedures for telephoning for an ambulance;
- ✓ Every effort must be made to contact the parents /carers.

F 4.3. Recording Requirements

The **Accident and Incident Books** are **reviewed each term** to identify any potential or actual hazards and we make an action plan to reduce risks going forward, included amendments to our PP.

Accident Form/Book

We keep a written record of accidents or injuries and first aid treatments. Our Accident/Incident Book is safely kept and is accessible to all staff members and volunteers who are knowledgeable about how to use it when required. **Any accident, however minor is entered into the Accident Book** by the member of staff witnessing the accident or if the child arrives at our setting with an injury, we ask the parents/carers to complete the book detailing the accident/incident leading to injury. It is then that member of staff who must ensure that either the parent, or the carer is informed and the Accident/Incident Book is signed by the parent (or carer) on the day that the accident occurred or injury noted.

In the Accident/Incident Book, an individual accident record is used for each child to ensure confidentiality and we record the time, date, location, child details, injury details and first aid treatments given.

Daily Feedback Form

We make a note on the daily feedback forms if a child is going home with another child or someone other than the usual carer or any other daily special arrangements agreed with the main carer, in this case we will ensure the key person and the Manager are aware of it and the parents will be telephoned during the day to inform them of the accident/ incident (the call then noted in accident book - when the call was made).

Incident Book

In the Incident Book in the General Incidents Form we record:

- ✓ Any accident to a member of staff or child requiring treatment by a GP or hospital; and
- ✓ Any dangerous occurrences - any event that causes injury or fatalities or an event that does not cause an accident but could have done, such as:
 - a break in, burglary, or theft of personal or the setting's property
 - an intruder gaining unauthorised access to the premises
 - a fire, flood, gas leak or electrical failure
 - an attack on an adult or child on the premises or nearby
 - any racist incident involving families or any staff on the setting's premises
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises
 - allergic reactions developed during our care or below reportable incidents are completed in the and filed in this book.



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- the death of a child or adult
- a terrorist attack, or threat of one

The incident file is **not** for recording **issues of concern involving a child or child protection** issues. This is recorded in the child's own file and child protection forms are found in the child protection book. Incident forms for biting are available in this book but should then be **filed in the child's own file**.

- ✓ On **discovery** of an incident, we report it to the appropriate emergency services – fire, police, ambulance – if those services are needed.
- ✓ If an incident occurs **before any children arrive**, the Manager risk assesses the situation and decides if the premises are safe to receive children. The Manager may decide to offer a limited service or to close the setting.
- ✓ Where an incident occurs whilst the children are in our care and it is necessary to **evacuate** the premises/area, we follow the procedures in our Fire Safety and Emergency Evacuation Policy or, when on an outing, the procedures identified in the risk assessment for the outing.
- ✓ If a **crime** may have been committed, we ask all adults witness to the incident make a witness statement including the date and time of the incident, what they saw or heard, what they did about it and their full name and signature.
- ✓ We record the date and time of the incident, nature of the event, who was affected, what was done about it or if it was reported to the police, and if so a crime reference number. Any follow up, or insurance claim made, is also recorded.
- ✓ In the event of a **terrorist attack**, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety and Emergency Evacuation Policy will be followed and our staff will take charge of their key children. The incident is recorded when the threat is averted.
- ✓ In the unlikely event of a **child dying** on our premises (e.g. cot death) the emergency services are called and the advice of these services are followed.

Specific Incidents Forms

Physical restraints used on children have a separate form in this book as well as action to be taken on receipt of a **bomb threat** which can be completed and filed in this book.

F 4.3. Notification Requirements

We meet our legal requirements for the safety of our children and employees by complying with our reporting obligations and we make report on:

<i>Accident/Incident:</i>	<i>Reporting on:</i>
<ul style="list-style-type: none">○ Any serious accident or injury to a child, requiring treatment by a GP or hospital;○ any action we have taken in response	✓ <u>Ofsted</u> must also be informed on 0300 123 1234 or via website by submitting a report online https://www.gov.uk/guidance/report-a-serious-childcare-incident/ as soon as reasonably possible but within 14 days of the incident occurring. We recognise that failure to comply with this



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<p>and we act on any advice given by those agencies</p>	<p>requirement without reasonable excuse we commit an offence. (<i>link to SF s.3.51</i>)</p> <ul style="list-style-type: none"> ✓ our <u>local child protection agency</u> – Camden Safeguarding Children Board 020 7974 6658 / 1276] [Camden Social Services Child Protection Team (020 7974 6666 or 020 7974 3317 (out of hours: 020 7974 4444)) ✓ the <u>Health and Safety Executive</u> using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences online https://www.hse.gov.uk/riddor/. Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)
<p>○ unlikely death of child</p> <p>and we act on any advice given by those agencies</p>	<ul style="list-style-type: none"> ✓ Ofsted must also be informed on 0300 123 1234 or via website by submitting a report online https://www.gov.uk/guidance/report-a-serious-childcare-incident/ as soon as reasonably possible but within 14 days of the incident occurring. We recognise that failure to comply with this requirement without reasonable excuse we commit an offence. (<i>link to SF s.3.51</i>) ✓ our <u>local child protection agency</u> – Camden Safeguarding Children Board 020 7974 6658 / 1276] [Camden Social Services Child Protection Team (020 7974 6666 or 020 7974 3317 (out of hours: 020 7974 4444)) ✓ the <u>Health and Safety Executive</u> using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences online https://www.hse.gov.uk/riddor/. Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
<ul style="list-style-type: none"> ○ Any work-related accident leading to an injury to a member of the public, for which they are taken directly to hospital for treatment. ○ Any work-related accident leading to a specified injury to one of our staff. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations. ○ Any work-related accident leading to an injury to one of our staff, which results in 	<ul style="list-style-type: none"> ✓ the <u>Health and Safety Executive</u> using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences online https://www.hse.gov.uk/riddor/. Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)

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<p>them being unable to work for seven consecutive days. All work-related injuries that lead to one of our staff being incapacitated for three (3) or more days are recorded in our accident book.</p> <ul style="list-style-type: none"> ○ When one of our staff suffers from a reportable occupational disease or illness as specified by the HSE. ○ Any death, of adult, that occurs in connection with a work-related accident. ○ Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as a gas leak. 	
<ul style="list-style-type: none"> ○ food poisoning affecting two or more children (<i>link PP Reporting Food Poisoning F.7.2.</i>) 	<ul style="list-style-type: none"> ✓ <u>Ofsted</u> must also be informed on 0300 123 1234 or via website by submitting a report online https://www.gov.uk/guidance/report-a-serious-childcare-incident/ as soon as reasonably possible but within 14days of the incident occurring. We recognise that failure to comply with this requirement without reasonable excuse we commit an offence. ✓ <u>Local Environmental Health</u> Department using the format for the Report a problem with a food premises online https://www.camden.gov.uk/report-food-problem?inheritRedirect=true
<ul style="list-style-type: none"> ○ food poisoning affecting two or more adults 	<ul style="list-style-type: none"> ✓ <u>Local Environmental Health</u> Department using the format for the Report a problem with a food premises online https://www.camden.gov.uk/report-food-problem?inheritRedirect=true