

Crossroads Accidents and Incident Policy

Crossroads Nursery is an inclusive setting, which meets the needs of and provides equal opportunities for all of our pupils. Parents' cultural and religious views will always be respected.

At Crossroads Nursery we adhere to the Health and Social Care Standards 2017:

- **1.4** – If I require intimate personal care, this is carried out in a dignified way, with my privacy and personal preferences respected.
- **2.11** – My views will always be sought, and my choices respected, including when I have reduced capacity to fully make my own decisions.
- **2.13** – If a decision is taken against my wishes, I am supported to understand why.
- **3.9** – I experience warmth, kindness and compassion in how I am supported and cared for, including physical comfort when appropriate for me and the person supporting and caring for me.

'The United Nations Convention on the Rights of the Child (UNCRC)1989':

- **Article24:** You have the right to the best health possible and to medical care and information.

Our Aim

This Policy aims to set out the procedures for Crossroads Nursery staff in the event of an accident or incident.

At least one member of staff who has a current paediatric first aid certificate will always be on site. As part of the Aberdeenshire Council Policy all staff must complete Paediatric first aid training and keep this up to date. **This is mandatory.**

Accidents

An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in injury, for example tripping over and hurting your knees.

- The child/ren will be comforted and reassured.
- The extent of the injury will be assessed and if necessary, call for medical support/ambulance.
- Ensure appropriate Personal Protective Equipment (gloves and apron) is worn and other staff should assist the first aider.
- If the first aider felt necessary, the parent should be contacted to make them aware. Children's contact details are stored in the filing cabinet and in the school office.
- All minor accidents that happen within Crossroads Nursery will be recorded on an "Aberdeenshire Council first aid/minor injury record".
- The parent must sign the Aberdeenshire council first aid/minor injury record. The top copy is given home with a parent/carer and the duplicate copy removed from the book, stored in the filing cabinet until audited, then stored in individual PPRs.
- In the event of a head bump or a more serious accident "Aberdeenshire Council first aid/minor injury record" will be completed, and a Head Bump notice letter will be completed and given to the parent.
- In the event of a serious accident resulting in medical or dental treatment, the electronic Aberdeenshire Council form will be completed by the EYLP or EYSP with the school administrator. The Care Inspectorate will also be informed via the notifications section on Eforms. The EYSP will also inform their PT within the Early Years Team.
- If an accident occurs which has not been witnessed by a member of staff, the staff member must complete the first aid/minor injury form detailing the nature of the injury and write "self-reported by the child" followed by any other information the child gives.

- Only staff with a paediatric first aid certificate can provide first aid to children.
- First aid kits and personal protective equipment are stored in the Changing room.
- A first aid kit is stored in the main playroom beside the medication in the first aid cupboard.
- Children will be monitored by all staff during the rest of their session at nursery.
- All first aid kits should be checked and restocked every month by Mrs Ogilvie – EYLP.

Incidents

An incident is an event or occurrence that is related to another person typically resulting in an injury, for example pushed over and hurting your knee.

- Follow accident and serious accident procedures for the child that has been injured.
- Anyone causing accident and injury towards others is spoken to at the level appropriate for their age and stage and if appropriate the parents are informed.
- Staff will complete an incident form which the parents will be made aware of and the form will be kept in the child's Personal File. All incidents are audited on a monthly basis by the EYLP.
- If deemed necessary and incidents keep occurring a meeting would be held with the parent/carers and a support plan would be put into place to support the child.

Serious Accidents

In the event of a child, staff member, volunteer, parent/carers or visitor having a serious accident the following procedures will occur:

- The first aider will assess the injury and will act decisively and quickly to meet the needs of the injured person. A second person should be on hand to support the first aider.
- Other staff will ensure the safety of all children and other people present is maintained. If necessary additional staff members will be brought in for support.
- If it is deemed necessary, medical help e.g. Ambulance should be called, the first aider will direct this.
- The first aider will ensure that the injured party will be kept as comfortable as possible as dictated by medical advice until medical help arrives.
- Emergency contact for children or next of kin for staff members should be contacted in the event of a serious injury.
- Should the injured person be taken to hospital the first aider will accompany them until such time as the parents or next of kin arrives.
- All First Aid and Serious Accident/ Incident procedures should be followed.
- **Care Inspectorate must be made aware in writing and a phone call of any serious accidents as soon as is reasonable but in any event within 14 days. Any advice from the Care Inspectorate will be carried out by staff.**
- Parents are required to consent to emergency medical treatment prior to their child attending the nursery.

An Accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss in most cases accidents can be avoided and it is our intention to prevent as many as possible.

We aim to reduce the risk of accidents by:

- Having risk assessments in place for as many foreseeable risks as possible. See risk assessments for further information
- Ensure the premises and equipment are checked regularly.
- Staff and children are encouraged to care about their environment.
- Staff and to some extent the children, are aware of hazards i.e. putting toys away tidily etc.