

## Accidents and First Aid Policy

ABA Pathways we believe the safety of all children and young people is paramount and we have measures in place to help to protect them. However, sometimes accidents do unavoidably happen.

We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen<sup>5</sup>; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

### **Accidents**

When an accident or incident occurs, we ensure:

- The child/young person is comforted and reassured first
- The extent of the injury is assessed and if necessary, a call is made for medical support/ambulance
- First aid procedures are carried out where necessary, by a trained paediatric first aider
- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses.
- The accident or incident is recorded on an Accident/Incident Form and it is reported to a director. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.
- Parents are shown the Accident/Incident Report and informed of any first aid treatment given. They are asked to sign it the same day, or as soon as reasonably practicable after
- The directors review the accident/incident forms at least monthly for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns are investigated by the directors and all necessary steps to reduce risks are put in place
- The directors report any serious accidents/incidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- The Accident File is kept for at least 21 years and three months
- Where medical attention is required, a director will notify the parent(s) as soon as possible whilst caring for the child/young person appropriately

<sup>5</sup> An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

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

- Where medical treatment is required, a director will follow the insurance company procedures, which may involve informing them in writing of the accident
- The directors/registered provider will report any accidents of a serious nature to Ofsted and the local authority children's social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department, or the Health and Safety Executive and their advice followed. If the setting is an awarded Millie's Mark setting, or working towards the award then the \*manager / registered provider will also notify Millie's Mark to meet the requirements under this scheme. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

Location of accident files: Bound-book in cubby hole of base

#### **Contact Details:**

ABA Pathways: **07494246562**

Ofsted: **0300 123 1231**

Local authority children's social care team: **0345 603 7627**

Local authority environmental health department: **028 9052 0500**

Health and safety executive: **0300 790 6787**

RIDDOR report form: <http://www.hse.gov.uk/riddor/report.htm>

Millie's mark: [info@milliesmark.com](mailto:info@milliesmark.com)

#### **Head injuries**

If a child/young person has a head injury in the setting, at home or in the community then we will follow the following procedure:

- Comfort, calm and reassure the child
- Assess the child/young person's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
- If the skin is not broken, we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child/young person
- If the skin is broken, then we will follow our first aid training and stem the bleeding
- Call the parent and make them aware of the injury and if they need to collect their child/young person
- Complete the accident form
- Keep the child/young person in a calm and quiet area whilst awaiting collection, where applicable
- We will continue to monitor the child/young person and follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our paediatric first aid training.

## Transporting children to hospital procedure

The director/staff member must:

- Call for an ambulance immediately if the injury is severe. We will not attempt to transport the injured child/young person in our own vehicles
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child/young person taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child/young person's comforter
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children/young people. This may mean temporarily grouping the children/young people together
- Inform a director immediately
- Remain calm at all times. Children/young people who witness an incident may well be affected by it and may need lots reassurance. Staff may also require additional support following the accident.

## First aid

The first aid box is located in: A box in the outbuilding of CM2 9DA. This is always accessible.

The appointed person responsible for first aid checks the contents of the boxes regularly (at least termly) and replaces items that have been used or are out of date.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

**The appointed person(s) responsible for first aid is:** Rianna Ritchie

All of the directors are trained in paediatric first aid and this training is updated every three years. **At least one member of staff is trained in first aid at work and is updated every three years.**

All first aid trained staff are listed in every room. When children/young people are taken on an outing away from our premises, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. **A first aid box is taken on all outings, along with any medication that needs to be administered in an emergency, including inhalers etc.**

## **Food Safety and Play**

Children/young people are supervised during mealtimes and food is adequately cut up to reduce the risk of choking (age/need dependent). Food items may be used in activities to encourage food exploration and play. These include but are not limited to:

- Playdough
- Cornflour
- Dried pasta, rice and pulses

These are risk assessed and presented differently to the way it would be presented for eating e.g. in trays.

Food items may also be incorporated into the role play area to enrich the learning experiences for children, e.g. fruits and vegetables. Children will be fully supervised during these activities. Food that could cause a choking hazard is not used.

## **Personal protective equipment (PPE)**

ABA Pathways provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children/young people during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

## **Dealing with blood**

We may not be aware that any child/young person using our services has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

## **Needle punctures and sharps injury**

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

We treat our responsibilities and obligations in respect of health and safety as a priority and provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

### **Quality Assurance**

ABA Pathways will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures.

The directors will ensure action is taken to swiftly remedy any identified weaknesses within its procedures.

### **Policy Dates**

This policy was written and takes effect January 2023. This policy is updated at least annually in consultation with staff and parents and/or after a serious accident or incident.

Anna Colgate  
Director | RBT