



Accidents, Incidents and Emergency Policy

The welfare of your child is paramount to us at Little Gulls & Buoys. All staff will be required to be trained in paediatric first aid and to maintain these qualifications with appropriate ongoing training.

Staff will administer first aid for children with minor injuries or in the event of serious incidents whilst awaiting medical assistance.

Consent is required to authorise first aid and medical attention. This consent will be taken upon registration.

We document every accident and incident that occurs at the setting, and parents will be required to counter sign these forms when collecting their child, detailing the following:

- The child's full name.
- Date and time of the accident/incident.
- What happened (ensuring no other child is named if involved).
- How it was dealt with and who by.
- The name of any witnesses.
- Any further ways forward/information.
- Parent's signature and date.

We keep a log of all accidents and incidents and monitor any repeat accidents/incidents of a similar type that might suggest a risk assessment review or to the same child which may suggest an area of concern to be discussed with the parent.

If a child arrives at pre-school with an existing injury we will ask the parent to complete an 'injury on arrival' form, detailing the same as the above. This will be standard procedure for all children.

Staff will administer any first aid necessary, proportionate with their training, whilst awaiting medical assistance.

If we are unsure about carrying out any procedures or are concerned regarding the physical condition of your child whilst in our care, we will contact either you, the parents/guardians, your child's doctor or the emergency services depending on the severity of the situation.

Procedures

Cuts, grazes and 'bumps and bruises'

'Cuts and bumps' can be dealt with by any of the nursery staff. Providing comfort and reassurance is as important as treating minor injuries. First aid boxes are present in the main hall of Little Gulls & Buoys. Cuts should be cleaned with water and impact injuries (bumps and bruises) treated with a cold compress.

Cuts will usually be left open to the air unless there is continued mild bleeding or if the cut would be likely to be re-opened by continued involvement in normal activity. In these cases, cuts will be dressed with the appropriate dressing from the first aid box providing this is acceptable with a child's medical action plan notes) if bleeding does not stop. Cuts that are deep, continue to bleed through light dressing or that raise concerns in other ways will be treated as requiring medical assistance.

Nose bleeds

Nose bleeds will be treated with a cold compress, with the head held steady (not tilted backwards)

Impact injuries

Impact injuries will be treated with a cold compress and any sprain injuries checked to determine severity. Impact injuries that result in unconsciousness or concerning behaviour (drowsiness, grogginess etc) will be treated as in need of further assistance.

Asthma and allergic reactions

Children who suffer from asthma and known allergies will have an action plan for managing these conditions. This action plan is the basis for first aid.

If a child has what appears to be an asthma attack or to be suffering an allergic reaction and does not have an action plan then the following procedure will be followed:

Make the child as comfortable as possible, contact parents to ask if there is an undisclosed history and to make them aware of the situation.

If the reaction does not subside or changes parents will be re-contacted. If the child has difficulty breathing or if staff have any concerns over the nature of the reaction – then medical assistance will be sought.

Wasp sting

Scrape the sting – use a credit card or something with a flat surface.

Wash affected area

Apply ice to reduce swelling

Monitor for reaction – seek further medical advice if needed

Minor ailments

Children with stomach upsets, high temperatures or any ailments that raise concerns will be monitored and reported to parents where necessary.

Procedure for a serious accident or injury

An accident to a child:

- Apply emergency first aid
- Then get help to contact and inform parent/carer and phone for an ambulance, the order in which this is done will depend on the severity of the situation.
- Have regard to the safety and wellbeing of the other children.
- If an ambulance has been called a member of staff or the parent/carer will need to accompany the child.

An accident to a member of staff:

- Apply emergency first aid.
- Have regard to the safety and well being of children and other staff.

- Get help and phone 999 for an ambulance if necessary.
- Contact the emergency contacts for that member of staff.

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