

Accidents and First Aid



Grass Roots Nursery Group: First Aid and Accident Procedures

Purpose

To ensure the availability and proper use of first-aid kits and to outline clear procedures for responding to accidents, ensuring the health, safety, and well-being of all children at Grass Roots Private Day Nursery.

First Aid Provisions & Training

- Kits: Well-stocked first-aid kits are maintained at all designated locations: St Peters, The Fold, The Paddock, The Meadow, New Road, The Orchard, and The Woodland .
- Maintenance: Kits are regularly checked and replenished.
- Outings: Staff must carry an appropriate first-aid kit in their rucksacks when off-site.
- Certification: All staff must hold current paediatric first-aid certificates.
- Additional Training: We maintain an appropriate number of staff trained in First Aid at Work. Staff also receive training on managing specific situations like cuts, bites, and nosebleeds.
- Safety Gear: Personal Protective Equipment (PPE) is provided for tasks involving bodily fluids, and safe disposal procedures for needles and sharps are strictly implemented.

Accident Response Procedures

- Authorisation: Only staff with valid paediatric first-aid certificates may administer treatment for ailments, cuts, bruises, burns, and stings.
- Serious Accidents: Call for an ambulance and notify the management team immediately.
- Transport: Never transport a child in a private vehicle.
- Supervision: A senior staff member must accompany the child to the hospital, bringing medical information and a comforting item.
- Parental Contact: Notify parents as soon as possible and arrange to meet them at the hospital.

Detailed Injury Classification

Staff must use the following definitions to determine the appropriate reporting level:

Serious Injuries (Must notify Ofsted, Local Authority, and RIDDOR)

- Any injury requiring resuscitation or hospital admittance for more than 24 hours.
- Broken bones, fractures, or dislocations of any major joint.
- Loss of consciousness, severe breathing difficulties, asphyxia, or choking.
- Eye injuries, including loss of sight (temporary or permanent), penetrating injuries, or chemical/hot metal burns.
- Injuries leading to hypothermia or heat-induced illness.
- Injuries resulting from electric shock, absorption of harmful substances (inhalation/ingestion), or exposure to biological agents.

Minor Injuries (Document for parents; No Ofsted notification required)

- Sprains, strains, bruising, cuts, and grazes.
- Wound infections.
- Minor burns, scalds, or head injuries.
- Insect and animal bites.
- Minor injuries to the eyes, back, shoulder, or chest.

Allergy and Anaphylaxis Management

- Identification: A Health & Dietary Information Form is collected for every child before they start.
- Action Plans: Children with severe allergies must have an Individual Allergy Action Plan detailing symptoms, emergency contacts, and prescribed medications like EpiPens.
- Symptom Recognition:
 - Mild: Itching, swelling, or rash.
 - Severe (Anaphylaxis): Breathing difficulty, swelling of the face/throat, or dizziness.
- Emergency Response: If symptoms arise, follow the child's Allergy Action Plan immediately. Call 999 for anaphylaxis and administer medication if prescribed.
- Prevention: Use the "Traffic Light Food System," clear allergen labeling on menus, supervised mealtimes, and strict hand-washing routines.

Documentation & Reporting

- Child Accidents: Document all observed accidents on the child's individual Family account and report to the nursery manager immediately while details are fresh.
- Adults/Visitors: Complete the Accident Log book for any employee or visitor incidents.
- Unwitnessed Injuries: Report these to parents but do not record them on an official accident form.
- Records Retention: Maintain all accident records for at least 21 years and three months.
- Accident investigation: All accidents are reviewed and investigated

Policy Review & Governance

- Post-Accident: Review relevant risk assessments within 14 days of any serious accident.
- Routine Reviews: Conduct termly reviews of accident forms to identify trends and review risk assessments at least termly. using the guidance and reports on our Bright Safe System.