

# **St Barnabas Pre-School Accident and Injury Policy.**

## **Policy Statement**

The safety of children, staff and visitors is paramount to St Barnabas Pre-School. Every measure will be taken to protect children and adults from hurting themselves, however sometimes accidents do unavoidably happen. The purpose of this policy is to ensure that when an accident does occur, appropriate action is taken, and accurate information is recorded and communicated.

## **At St Barnabas Pre-School we aim to have 100% of staff paediatric first aid trained.**

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with appropriately and swiftly, the following procedure will be carried out in dealing with the situation:

## **Policy Procedure**

We keep written records of all accidents, incidents, or injuries to a child or adult together with any first aid treatment given. Any event, however minor, is recorded by completion of an "accident/incident form" and the procedure is the same for both types of events.

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.

## **Accident/injury procedure**

1. The child will be comforted and reassured
2. The extent of the injury will be assessed and depending on the injury the following actions would be taken:
  - Alert another staff member who will
  - call for medical support/ambulance
  - inform the duty manager.
  - call parent/carer to inform them.
3. First aid will be carried out by a qualified first aider
4. Once the child is settled, an incident form will be completed, signed and witnessed.

## **After every accident involving a child, however minor:**

1. An incident report will be completed, signed and witnessed
2. An 'A' will be written alongside the child's name on the signing in sheet
3. The parent/carer is asked to sign the accident report on collection of the child
4. The accident report gets filed in the purple accident form box located staff office
5. A member of the Pre-School Management team will regularly log and evaluate these forms to assess what risks contributed to the incident/accident and decide on how future risks can be removed or reduced.

**After every accident/incident involving a child, that entails an injury or blow to the head, however minor:**

1. An incident report will be completed, signed and witnessed
2. An 'A' will be written alongside the child's name on the signing in sheet
3. An "I bumped my head sticker" is affixed to the child's top and secured with sticky tape
4. The first aider must write clearly on the day board "bumped head" and the name of the child
5. The first aider who completes the form remains responsible for appropriate monitoring of the child's condition until they are collected by a parent/carer
6. Should the first aiders shift finish, or they leave supervision of the child for any reason they must hand over this responsibility to another qualified first aider
7. The parent/carer is asked to sign the accident report on collection of the child
8. "Head bump" advise sheet is given to the parent/carer
9. The accident report gets filed in the purple accident form box located staff office
10. A member of the Pre-School Management team will regularly log and evaluate these forms to assess what risks contributed to the incident/accident and decide on how future risks can be removed or reduced

**For every incidents of a child causing injury to another child or an adult:**

In this event separate accident/incident reports must be completed for each child involved.

1. An incident report will be completed, signed and witnessed
2. An 'A' will be written alongside the child's name on the signing in sheet
3. The child's key person and the duty manager should be informed at the soonest practicable time
4. The child's key person or duty manager will discuss the incident with parent/carer who is asked to sign the incident report
5. The accident report gets filed in the purple accident form box located staff office.
6. A member of the Pre-School Management team will regularly log and evaluate these forms to assess what risks contributed to the incident/accident and decide on how future risks can be removed or reduced

**The name of any other child involved in an accident/incident report must remain confidential.**

**In the event of a child arriving at pre-school with an injury or pre-school staff being informed of an accident or incident outside of pre-school.**

1. An incident report will be completed, giving a full account, signed and witnessed by the adult disclosing the event
2. The incident report will be sign by the staff member receiving the disclosure
3. The staff member must report the disclosure to the child's key person and the duty manager as soon as reasonably practicable
4. The duty manager and the child's key person will decide as to what staff member should obtain the child's account of the disclosed event, or cause of their injury.

5. An appropriate staff member will talk to the child and ask them for their account of the disclosed event, or cause of their injury.
6. This staff member will then write a verbatim record of the child account onto the incident form
7. The incident form will then be handed to the Designated Safeguarding Lead who will decide appropriate actions to be taken.

### **In the event of a staff member being injured at work.**

1. First aid will be administered by a qualified first aider and appropriate medical advice obtained
2. An incident form must be completed by the injured staff member, signed and witnessed as soon as appropriate, as soon as reasonably practicable, and no later than the end of their working shift, except in the event of immediate medical care being sought.
3. The injured staff member is responsible for informing the duty manager of their injury and the circumstances surrounding the injury, as soon as reasonably practicable, and no later than the end of their working shift, except in the event of immediate medical care being sought.
4. The duty manager will assess what risks contributed to the incident/accident and decide on how future risks can be removed or reduced
5. The duty manager will report the injury to the Trustees as soon as reasonably practicable

### **In the event of serious accident, illness or injury, or death**

The duty manager must:

- Inform the St Barnabas Pre-School Trustees as soon as reasonably practicable, but in any event within 24 hours of the incident occurring.
- Inform Ofsted as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.
- Inform Bournemouth Poole and Christchurch (BCP) Early Years.

The Pre-School Manager has a duty to follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health & Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting of accidents and incidents.

### **First aid**

When an accident/incident occurs, it is the responsibility of the qualified first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

First aid must only be administered by a qualified paediatric first aider as describe within the EYFS statutory guidance.

At St Barnabas Pre-School we aim to have 100% of staff paediatric first aid trained.

The main first aid box is located in the main hall on the piano, clearly visibly and labelled, with an up to date inventory/item list.

Additional first aid kits are located in both emergency evacuation bags and the outings bag.

The duty manager is responsible for making sure that all medical information and emergency contact details on the children's documents/files are up to date and accurate.

Medical need forms are located in the staff communication folder.

Emergency contact details are located in the children contact folders located in the confidential cupboard in the staff office.