| **Grid reference: NH 157 916** |
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**Accidents/Incidents (children)**

Please note: this policy adheres to the recording of accidents/incidents involving children - for accidents/incidents involving adults on site, please refer to the Kinder Croft Staff Handbook.

Associated policies: Medical Protocol; Fire Policy; Risk Assesments (all)

**Accidents**

Accidents are defined as situations having occurred that require first aid/medical attention.

For each session the Manager will ensure that there are enough qualified First Aiders on shift that have been trained by a professional body and are within 3 years of receiving the accreditation. Kinder Croft endeavours to provide all staff with accredited first aid training, including refresher training where necessary. For each group of children (i.e. if the group is split) there will be a competent first aider and a replenished first aid kit present with each group of children at all times. First aid will only be given by trained members of staff.

Examples of an accident could be:

- A splinter

- A tick bite

- A cut knee

- A head wound

- A broken bone

If a child requires first aid, depending on the injury, one member of (trained) staff should remain with the child to give them first aid. The remaining staff should ensure the accident doesn’t happen again (safety check, move the group, remove object etc). The attending member of staff should be considerate and caring toward the child, reassuring them throughout. For further information about giving first aid, please see the BASP first aid book.

If a child requires further medical advice or attention, Kinder Croft staff will obtain it immediately, if necessary by taking the child to the hospital, while seeking to contact parents or emergency contact urgently. When a child needs to be taken to the hospital in an emergency, an ambulance will be called. The following order will be followed for seeking medical support and further staff support.

* Staff will radio the office immediately for backup if all staff are not on site. The office is on site.
* One staff member will attend to the injured child, one staff member will care for the other children and the third staff member will call 999.
* Staff will use the dedicated nursery phone to call 999.
* In the event of mobile signal being down staff will use the landline at The Cabin, Leckmelm Wood, approximately 30 seconds sprint away.
* While waiting for emergency services the nearby first responder, Sam, can be contacted as required per the emergency contacts form.

Kinder Croft location: NH 157 916

If going off site staff should ensure that they have accurate location descriptions or grid references to provide emergency services should that be required. These will be included in risk assessments for all sites. Grid references for Kinder Croft will be displayed on site.

**Incidents**

Incidents are defined as situations having occurred that do not require first aid, but that are serious enough to require a record - ie safety related.

If an incident occurs, the staff team should ensure that the area is made safe by either removing the opportunity for the incident to reoccur or by moving the group to a different area. Then the Team Leader should be informed.

Examples of an incident could be:

- An unsafe structure in the play area

- Chemical spills

- A missing child

- A branch falling

* A stranger on site

Precautions will be taken to ensure that the incident is not able to happen again. These precautions should be recorded on the incident form.

**Personal protective equipment (PPE)**

Kinder Croft provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children 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**

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

and disinfectant.

* Dispose of everything in the changing room bin. Double bag if needed.

**Needle punctures and sharps injury**

Kinder Croft recognises that injuries from needles, broken glass and so on may result in bloodborne 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.

**Records**

All safety related incidents and accidents will be recorded. These include absconding from the service, wrong medication or dose given, any incident resulting in injury, any incident requiring reporting to the HSE (Health and Safety Executive) under RIDDOR, any incident that would be described as a ‘near miss’, any incident that is considered a child protection matter. This should include details of the monitoring of incidents and actions taken as a consequence of the analysis of such incidents.

The person who collects the child will be asked to sign to say they have read the report. The report will detail:

● What happened

● What the injury is (if any)

● What first aid was received (if any)

● Symptoms to keep an eye out for (if any)

* What was done to rectify the situation (removed object, moved group etc)

If a parent/carer is concerned about the circumstances of any accident or incident, they should bring their concerns to the attention of the Manager, who will then carry out an investigation and will report to the Board of Directors.

Completed accident and incident forms will be reviewed on a regular basis by the Manager to ensure that dangers have been dealt with. All completed accident/incident forms will be kept for inspection purposes.

**Notification**

In accordance with the guidance in the Care Inspectorate document ​Records that all registered care services (except childminding) must keep and guidance on notification reporting (​ 2012)1, Kinder Croft will notify the Care Inspectorate of any accident​ which results in:

● a GP visit;

● a visit or referral to hospital;

● an injury reportable under ​Reporting of Injuries, Diseases and Dangerous

Occurrences Regulations (RIDDOR)​ (1995)2

Kinder Croft will also notify the Care Inspectorate of any ​incident​ that was a serious unplanned event that had the potential to cause harm or loss, physical, financial or material.

1 Records that all registered care services (except childminding) must keep and guidance on notification reporting (2012) Care Inspectorate

2 ​Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995) UK Government

Verified:

On: 19/10/2022

Date of review: 19/10/2023