

## 04. Health Procedures

### 04.1 Accidents/incidents and Emergency Treatment

#### Our Aim

At Peekaboo Childcare, keeping children safe is our highest priority. All accidents, injuries, or emergencies are dealt with immediately by trained staff, and parents are kept fully informed.

#### First Aid in the Setting

Who checks the First Aid boxes?

The Room Leaders in each room check and restock the First Aid boxes regularly at least every half term.

Our commitment to safety:

- All staff are trained paediatric first aiders, and their certificates are updated every 3 years.
- Parents/carers give consent for emergency treatment when registering their child.
- Every staff member knows where the First Aid boxes are stored.
- Boxes contain only items approved by St John's Ambulance, including:
  - Sterile plasters
  - Eye pads
  - Triangular bandages
  - Wound dressings
  - Safety pins
  - Disposable gloves
  - Adhesive tape
  - Plastic face shield (optional)

Vinyl gloves and a thermometer are kept nearby (not inside the box).

#### Minor Accidents & Informing Parents

- A qualified first aider attends to all minor injuries.

- Every accident is recorded on Family, and parents receive a notification, they also have to acknowledge the form.
- Usually, you will be informed at pick-up *unless*:
  - Your child is very upset
  - Staff feel the injury needs earlier discussion
  - Staff feel you may want to collect your child or call NHS 111

### Head Bumps (Extra Precautions)

We take head bumps seriously. In addition to the usual accident procedure:

- Parents are called as soon as possible, unless a member of management (Manager, Deputy manager or room leader) decides the bump is minor (this is recorded on the accident form and states who made the decision)
- If the child needs 1:1 supervision, they will be sent home, as this level of supervision cannot be safely maintained at nursery.
- A head bump information sheet is attached to the accident form to help you spot signs of concussion.
- The child is monitored closely for 1 hour:
  - Checked every 10 minutes
  - If the child falls asleep, checked every 5 minutes

### Serious Accidents or Emergencies

If a child needs urgent care:

- An ambulance is called immediately.
- A trained first aider stays with the child until help arrives.
- If there is any suspicion that the child has died, staff follow 06.10 Death of a Child on Site, and the police are called immediately.
- A phone/iPad with the child's information is taken to the hospital.
- Parents/carers are contacted straight away and told where their child is being taken.
- If parents have not arrived before the ambulance leaves, a member of staff travels with the child and stays until the parent arrives.
- The setting manager can arrange a taxi for further checks or hospital visits if needed.

### Recording & Reporting Serious Incidents

After a serious accident, injury, or serious illness:

- The designated person completes a Confidential Safeguarding Incident Form (6.1c).
- The setting manager advises whether a RIDDOR report is required.
- If required, the RIDDOR form is completed and copies are sent to:
  - The parent
  - The child's file
  - The local authority Health & Safety Officer
- The owners/manager notifies Ofsted.
  - Notification must be made as soon as possible, always within 14 days.
- Local child protection agencies may also be informed if necessary.

## Existing injuries

If a child has had a minor injury outside of nursery:

- Parents/carers must tell us prior to coming into nursery either via a message on Famly or at the door in the morning. They must also be asked if any first aid was administered.
- The staff member will then complete an incident form on Famly with the information given by parents/carers including if first aid has been given or not.
- The form will then go through to management, and they will acknowledge the form to determine if any other authorities need to be made aware or not - this is clearly displayed on the form. Once the form is approved parents must acknowledge also.

If a child has had a more substantial injury outside of nursery:

- They may not be allowed into nursery for example - if the child has sustained a head injury on the way into nursery and has not sought medical advice. We are unable to monitor them. Management (manager, deputy or room leader will make this decision)
- We will ask the child to stay off for 24 hours to be monitored before returning to nursery.

Parents/carers must inform us of any new injury since last being at nursery, whether this be visible or not. Key workers may message parents/carers if they notice any injury when coming into nursery.

## Further Guidance

- Accident Record (Alliance Publication)