

Accident and Injury

Policy Statement

The nursery endeavours to ensure that the children in our care are protected from accidents and injury. Measures are taken to reduce the risk of accidents and procedures are in place in the event that an accident or injury may occur.

We acknowledge that as children grow and develop they may have accidents and that these can occur both at home and whilst at nursery. This policy sets out measures taken to prevent and reduce accidents and the procedures to follow in the event of an accident.

Procedures

Measures Taken to Reduce Risk

- Daily safety checks are conducted by qualified practitioners and management on duty before the building is opened to children. This is to ensure that the premises are safe to operate. Any faults or damage established from this check are reported to the most senior person on duty and appropriate action is taken to resolve the matter. It is the responsibility of the following people in the following circumstances:
 - Broken toys/equipment. This is removed by the practitioner who discovered the issue and reported to the most senior person on duty.
 - A fault with the building such as a broken door, broken toilet seat, lights not working etc. This is reported to the University FMD help desk on 0118 378 7000.
 - Hazards identified within the perimeter of the nursery such as broken glass on the footpaths are reportable to the University FMD help desk on 0118 378 7000.
- Appropriate practitioner/child ratios adhered to at all times.
- Practitioners are vigilant to potential hazards and report these to the Nursery Manager or Deputy to be addressed
- Practitioners are trained in paediatric first aid, first aid in the work place, manual handling, and food safety.

Qualified First Aiders

There is at least one practitioner who has a current paediatric first aid certificate on duty in each classroom at all times when children are present. Furthermore there are additional paediatric first aid qualified practitioners throughout the nursery.

Dealing with an Accident

- The situation is assessed.
- Emergency first aid is given as required.

- Emergency services are called where required by delegating to another practitioner; this must be the case in the event of all serious injuries, accidents or illnesses.
- The child is comforted and reassured as needed and diplomatic honesty is maintained.
- Initial information is collected to help manage the situation and to understand how the accident happened? For example for falls, how far did they fall? and for a trip, what caused this? Has the child eaten a foreign object? If so what was it? Can a sample be given to health care professionals?
- The individual with parental responsibility is informed without delay where a child requires further medical treatment, when they have had a bump to the head or any other injury which is deemed to be severe by the nursery management team. If a child injures themselves in such a way that it would be immediately noticeable to the parent on collection of the child a practitioner will inform parents in advance i.e. a graze to their face.
- If a child needs to go to hospital they will be accompanied by a familiar practitioner until the parent is able to arrive and take responsibility for the child. The practitioner accompanying the child should take appropriate details with them to inform emergency treatment, this information will include allergies, medical conditions, parents' wishes, parent's details, date of birth, home address and Doctors details.
- Practitioners will ensure any cleaning and replenishing the first aid kit is dealt with immediately.
- An accident form will be completed.

Investigating Incidents

All serious incidents will be investigated thoroughly. This includes considering whether a risk assessment needs implementing or if current risk assessments need reviewing. Any equipment which is involved in an incident will be assessed to determine whether it may need repairing or potentially removed from the nursery. For more information please refer to our Risk Assessment policy.

Reporting Accidents and Incidents

- Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:
 - Food poisoning affecting two or more children looked after on our premises
 - A serious accident or injury to, or serious illness of, a child in our care and the action we took in response
 - A death of a child in our care
- Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, whilst in our care and we act on the advice given.
- Any food poisoning affecting two or more children or adults on the premises is reported to the Environmental Health Department (EHO).
- We meet the legal requirements in respect of the safety of our employees and the public by complying with RIDDOR.

Calling for an Ambulance

Using the nursery phone dial 0-999 or 112 from a mobile phone and ask for an ambulance to attend the following address:

University of Reading, Main Whiteknights Campus, Shinfield Road, Reading, Building No.196, RG6

6UR

Inform University security on 7799 or 6300 of the ambulance, they will meet it at the entrance and guide it to the nursery.

When the ambulance arrives the practitioners must provide paramedics with the child's emergency details form, as well as a detailed account of the accident or reason for call.

Parents Reporting Accident/Incidents that happen away from Nursery

We have a duty to the overall well-being of all nursery children and as part of this commitment we require that any incident resulting in an injury whilst away from the nursery is recorded on an Incident Away from Nursery form. This form must be completed prior to the child being left in the care of the nursery. This information supports us to safeguard the children at the nursery and is then in the child's personal file for future reference. If injuries are not reported but are noticed on the child whilst at the nursery practitioners must speak to the Manager before contacting the parents to identify the cause and will require the form to be completed on collection. Please note that practitioners may ask questions regarding the incident so that we have as much information as possible.

a place where children grow