

Accidents, Injuries and Emergency Medical Treatment Procedure

This policy has been written following the guidance from

- Surrey Early Years Educational Effectiveness Team.
- Statutory Framework for the Early Years Foundation Stage, 2023.
- Health Protection in Schools and other Childcare facilities, 2017, updated May 2022.

This policy applies to both Bus Stop Pre-School and Bus Stop Forest School Holiday Play Scheme.

For the purpose of this Policy the following phrases refer to:

- Minor Accidents/Injuries - (this list is not exhaustive)
Minor accidents/injuries refers to small bumps, cuts and grazes that can be treated by a trained Paediatric First Aider. Minor accidents could also be when no visible bumps/cuts/grazes have occurred.
- Major Accidents/Injuries - (this list is not exhaustive)
Major accidents/injuries refers to broken bones, head injuries, falls from height and anaphylactic reactions that will required treatment by a medical professional.

Bus Stop Pre-School's First Aid trained members of staff will deliver first aid treatment to individual children when they are injured and or become unwell whilst they are on the Pre-School premises, when out at Forest School or on Trips away from the premises/Polesden Lacey Estate.

Bus Stop Pre-School understands that at least 1 member of staff with a current Paediatric First Aid (PFT) certificate must be present when working with children on the premises and when on outings (See Statutory Framework, section 3.25). New staff members qualified/unqualified complete Paediatric First Aid training after the successful completion of their **3 month** probationary period.

Staff members update their Paediatric First Aid training every 3 years. **In the event of an emergency arising, the Management Team will review the risk assessments in place and consider whether PFT staff members need to undertake annual refresher training during their 3 year certification. A refresher may be in the form of reviewing an up to date PFT training handbook (which is given out during PFT training course) and or receiving training through approved PFT provider.**

Named Paediatric First Aiders

The following staff members hold current Paediatric First Aid certificates:

Kate Rice

Kelly Haines

Hayley Lewis

Louise Stephens

Julie Wilson

Julia Delamare

Named Forest School First Aiders

The following staff members hold current Outdoor First Aid certificates:

Kate Rice

Kelly Haines

Hayley Lewis

Louise Stephens

Julie Wilson

Information of the staff members who hold current Paediatric First Aid certificates is displayed on the Parent Information board, located above the children's Pegs.

Bus Stop Pre-School has two First Aid Kits. One First Aid kit remains on the premises at all times and is located on a shelf in the Kitchen area and the second First Aid kit is stored in the Office and is taken out on every Forest School day/Trip/Outing and is placed in the Forest School trolleys/or carried in a rucksack by a staff member.

A First Aid equipment checklist is located in each kit and is checked termly by an appointed person - Hayley Lewis. Each First Aid kit is replenished each term and or when required.

Accident/Incident Reports

If a child is involved in an accident on the premises/Forest School/Trip/Outing and first aid treatment has been given, a staff member must complete an Accident/Incident Report form on the same day. Best practice is for the member of staff who witnessed and or administered treatment to complete the form, however this may be dependent upon the individual circumstances.

The Accident Report forms contain the following information:

- Child's full name,
- Date and time of accident/incident,
- Place where the accident/incident took place,
- Description of the injury,
- Treatment given,

- Staff members signature and date,
- Parent/carers signature and date.

All parts of an Accident/Incident forms must be completed by the member of staff taking responsibility for completing it.

Accident/Incident Report forms are regularly reviewed by Bus Stop Pre-School's Health and Safety Officer - Kelly Haines. This is to identify any trends or recurring causes of injuries on the premises/during Forest School. Risk Assessments are updated in response to trends/recurring accidents/incidents that take place. Please see Accident Review Log.

If a Paediatric First Aid trained staff member makes the decision that an accident was minor and treatment is not required for example, in the event a child trips on the bark, landing on their knees and has no visible injury, the staff member will not be required to complete an Accident form. However, they will continue to monitor the child for any signs of delayed injury/shock/bruising.

If a child has had a major accident for example, a fall from a height/ bump to the head/hard fall to the ground, however no wound is visible and the child presents as being well an Accident/Incident form must be completed and staff members must continue to carry out first aid treatment and monitor the child. **In some circumstances parents/carers will be telephoned, staff members will explain what has happened and parents/carers will be given the option to collect their child.** In the event that a major accident requires immediate medical treatment, staff will do the following; telephone 999 and request an ambulance, whilst referring to the parents wishes on the child's Child Record form and parents/carers will be contacted as soon as reasonably possible and an accident form completed.

At the end of a full day or as soon as reasonably possible parents/carers will be informed that their child has had an accident and informed of the treatment given. Parents/carers will be asked to read, sign and date the Accident Form, agreeing that they have been informed of the accident and treatment. **Staff members check that the parents/carers have signed and dated the form before the form is filed. For Minor Accidents/Injuries parents are encouraged to take a photo of the form and for Major Accidents/Injuries, parents/carers are given a copy of the form for their records.** Please see Accident/Incident Form folder located in the Office.

Handling Body fluids

All staff members ensure good hygiene practices are carried out when handling body fluids such as blood and or vomit when supporting a child who has had an accident or

injury. Staff wear protective gloves and an apron (where possible). Staff wash their hands with warm water and soap as soon as possible, in the event they were unable to put gloves on in time. Children's soiled clothing is placed into a plastic bag to be taken home, with a label on it detailing the bags contents. Staff members advise parents/carers to wash soiled clothing separately, wash on a high temperature and or dispose of it at home. If staff members clothing is soiled when supporting a child who has had an accident/injury the staff member will put their clothing into a plastic bag and be advised as above. Spare clothes for staff members are available, enabling staff to change if required. All resources/equipment used to treat a child for example tissues, bandages, wipes will be placed into a plastic bag and disposed of in the general waste. Please see Health Protection in Schools and other childcare facilities, 2017, updated May 2022 document at www.gov.uk.

Existing Injuries

If a child arrives with a minor existing injury that has happen during the morning before their arrival to Pre-School and or happened the previous day, parents/carers must inform staff on their arrival and will be asked to complete an Existing Injury form, detailing how the injury occurred and ensuring staff members have current information about a child if they become unwell. If staff members notice an existing injury, however were not made aware by the parents, staff must complete an Existing Injury and Accident/Incident form for parents/carers to complete on their return.

Parents are asked to telephone the Management team before sending their child to Pre-School after they have suffered a major injury, this is to enable the Management team and parents/carers to discuss the potential risks to the child and to discuss the medical advice given to the parents/carers. Also, it allows the staff team to discuss and make any alterations to the provision/practice before the child returns to Pre-School. The Management team has the right to refuse a child temporarily from attending Pre-School if after discussions with parents/carer and after listening to the medical advice it is believed that there is a high risk of further injury to a child.

The form contains the following information:

- Child's full name,
- Date of injury,
- Description of injury,
- Parent/carer signature,
- Staff member signature and date.

Please see Medical Form folder located in the Office.

Existing Injury forms are filed in the Child Record folder with a child's individual details. This enables staff members to monitor if children regularly arrive at Pre-School with existing injuries.

For Bruising found on a non-mobile child please see Safeguarding Children/Child Protection policy for procedure.

Emergency Medical Treatment

On joining Bus Stop Pre-School parents/carers must complete a Child Record form, stating their wishes in the event of an Emergency. The statements are as follows:

"I give/do not give permission for staff at Bus Stop Pre-School to seek any necessary emergency medical advice or treatment and to discuss my child's medical history and give permission for treatment if needed".

In the event of a Medical Emergency for a child their parents/carer will be contacted as soon as reasonably possible. If parents/carers cannot be reached staff members will contact the child's emergency contact as stated on the Child Records form.

During Inductions or when new children/staff join the Pre-School all staff members are made aware of any children/staff with medical conditions and the procedures to follow in the event of an emergency.

In the event of a child being taken to hospital staff members understand that they cannot give parental consent for a child to have medical treatment as they do not have parental responsibility or legal guardianship for the child.

In the event that a member of staff is required to travel to the hospital with a child the correct staff/child ratio will be observed. Cover staff can be contacted in cases of emergencies. The member of staff will remain with the child until the parent/carer arrives or will wait with the parent/carer if they feel it is appropriate. A full report will be written on an Accident/Incident Record form and will be available for parents/carers to sign and take a copy home when possible and will be available for inspection if required.

Tick Bites

In the event that a tick is identified at the beginning/during a child's full day, their parents/carers will be contacted and asked to advise and give permission where appropriate for a First Aider to remove the tick following the correct procedure and using the Pre-Schools tick removal tool. If parents/carer do not consent for a First Aider to remove the tick, they will be asked to collect their child and will be advised to see a medical professional. Alternatively, parents/carers may wish to pop into Pre-

School and remove the tick and treat their child themselves enabling the child to remain at Pre-School. In all the above circumstances an Accident/Incident record form will be completed and parents/carers will be asked to sign and date the form.

In the event that at home a parent/carer has found a tick on their child or staff member has identified a tick on themselves, they must inform the Management team as soon as possible. The Management team will send an information email to all parents/carers explaining that a tick has been found and it is advisable for them to check their child's body. Included in the email is information on how to find medical advice on the safe removal of a tick and the information that should be recorded in the event of their child becoming unwell; Date found and the location of tick. A tick information sheet is also available to be sent home with the child/adult.

If a tick is identified on a member of staff/visitor's body during the Pre-School day the above procedure applies, where appropriate.

Incident Records

Any incident that occurs within the setting are recorded on the Accident/Incident form or Physical Intervention form. An incident may be a case of bullying, fighting or physically holding a person to prevent harm to themselves or to others. Please see Behaviour Management policy.

Reporting Accidents and Incidents

Bus Stop Pre-School understands that it is a legal requirement to notify Ofsted and the local child protection agencies about any serious accidents, injury or death that happen to a child while in our care, whether at the setting or when on a Trip/Outing. Notifications will be made to Ofsted or local child protection agencies within 14 days of an incident occurring. Please refer to www.ofsted.gov.uk for classifications of serious accidents and injuries.

Bus Stop Pre-School understands that as an employer we have a legal duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report accidents, injuries, death, work related diseases, dangerous occurrences and injuries that last more than three days to the Health and Safety Executive (HSE) Incident Contact Centre on: 0345 300 9923.

Ofsted and Surrey's Early Years Educational Effectiveness team will also be contacted about any incidents involving staff within 14 days of the incident happening or when reasonably possible.

Useful Resources and Websites

- www.hse.gov.uk/riddor - A guide to reporting injuries to employees.
- Reporting an incident/injuries: call Health and Safety Executive (HSE) Incident Contact Centre on: 0345 300 9923, Mon- Fri - 8.30am - 5pm.
- www.surreyscp.org.uk - Surrey Safeguarding Children's Partnership.
- www.ofsted.gov.uk, Tel: 0300 123 1231, Piccadilly Gate, Store Street, Manchester, M1 2WD.
- www.gov.uk - Health Protection Guidance in Schools and other childcare facilities, 2017, updated May 2022.
- www.gov.uk - Supporting pupils at School with Medical conditions, 2015, updated August 2017.
- Health Visitor Advice Line, 0 - 19 years: 01883 340 922
- UK Health Security Agency (UKHSA) - Telephone: 0344 225 3861, Out of hours tel: 0844 967 0069, email: icc.surreysussex@phe.gov.uk

Address:

UK Health Security Agency,
County Hall North,
Chart Way,
Horsham,
West Sussex,
RH12 1XA

This policy was adopted September 2006 to be reviewed annually.

This policy was reviewed September 2023 to be reviewed September 2024

Signed by Owner _____ Manager _____