



ACCIDENT / FIRST AID POLICY

Clyde Nursery Ltd will ensure all staff employed in childcare receive basic childcare First Aid training and First Aid Certificates are displayed in the Nursery.

Nursery Management and Forest School Leaders will receive appropriate enhanced First Aid Training.

All employees will be personally responsible for ensuring they keep their First Aid Certificate valid by attending refresher training every three years. Failure to do so could result in an employee being in 'Breach of Contract'. Training will be provided both internally by the company and / or externally by other training providers.

First Aid Training records for all staff will be maintained.

A fully equipped First Aid Box is kept in each playroom, the kitchen and the Nursery Office. A First Aid Box is taken on any Nursery outings or trips. An appropriately equipped First Aid Box which will be the responsibility of the Forest School Leader will be taken on Forest School outings.

The Nursery Administrator will be responsible for ensuring that all First Aid Boxes are equipped and maintained according to the specified lists. Forest School Leaders have responsibility for ensuring their First Aid Boxes are equipped and maintained according to the specified lists.

First Aid Boxes should be checked and recorded as being satisfactory on a monthly basis and the Nursery Administrator or Manager should be informed of any stock that is required. A stock of First Aid supplies will be kept in Nursery.

The Consent Form, part of Clyde Nursery Ltd Registration Form, must be signed by parents/carers giving permission for First Aid to be administered to children in the event of an accident. Any First Aid Action will be taken in accordance with the parents/carers wishes. These will be established during parental induction to the Nursery and recorded on the parent induction checklist which should be carried out before the child starts Nursery. This will also be recorded on the child's Individual Care Plan.

If an accident occurs in Nursery requiring First Aid, appropriate care and treatment will be administered by a suitably qualified First Aider. The Nursery Manager or most Senior member of staff available will be informed immediately if an accident occurs. A decision will then be made, depending on the child's condition and injury, whether or not to notify the parents/carers straight away or inform them when they collect their child

If a child requires further medical attention or hospital treatment, an ambulance will be called, and the parents/carers will be informed immediately. In the absence of the child's parents/carers, he/she will be accompanied to hospital by an appointed member of staff. If the situation becomes life-threatening, the Nursery Manager, or most Senior member of staff, will take whatever action is considered to be in the best interests of the child.

Details of the accident – what happened, where and when it happened and what action was taken - will be recorded on the child's individual Accident Form by the member of staff who witnessed the accident. The Accident Form must be signed off by the Nursery Manager/most senior member of staff and the parent/carer of the child. Details should be noted on the form of any action taken to prevent the accident from happening again in future.

Any unforeseen event resulting in harm or injury to a child, either in Nursery or on a Nursery outing, which has resulted in:

- a GP visit;
- a visit/referral to hospital; or
- an injury reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

The Reportable Incident, Injury, Trauma and Illness record form must be completed, and the incident must then be reported to the Care Inspectorate and any other legislative bodies by the Nursery Management or Company Director.

Where a child seems to have a recurrence of accidents, the child's Key Person will report this to the Nursery Manager. Where deemed appropriate the Nursery Manager will arrange a meeting with the child's parents to discuss the possible reasons behind the child being involved in frequent accidents and a plan of action will be agreed.

A copy of this policy is available to view in the Policy Folders held in the Nursery Office, Reception Area, Nursery Playrooms.

Reviewed: August 2020

Date of Next Review: August 2021

Appendix

Accident Form

Reportable Incident, Injury, Trauma and Illness Record Form