



ACCIDENT POLICY

The Apple Trust will ensure that there are trained first aiders on site at all times and that first aid boxes are accessible in all rooms. First aid boxes will contain appropriate first aid supplies for use with children.

On outings/trips, a first aider will always be present and a first aid box will always be taken.

Written records of all accidents, injuries or first aid treatments will be kept for children and adults.

First Aid and First Aiders

The Apple Trust will provide opportunities for staff to train in paediatric first aid. A list of current first aiders is displayed in the kitchen of the community centre and in the manager's office and children's rooms of the Apple Centre site.

First aid boxes will be maintained on both sites. These are checked regularly by a Duty Manager.

First Aid Boxes

They will contain:

Plasters
Gloves
Gauze Swabs
Scissors
Eye Patch
Triangular Badges
Finger Cots
Cotton Bandages
Safety Pins
Tape – (not onto skin)

Blue Plasters – (first aid box kitchen only)

At all times the staff *must* wear protective gloves.

- 1 The injury is assessed by a staff member and the injury is then treated.
- 2 The child is then resettled and observed.
- 3 The incident is recorded on an Accident Form which is sent to the parent on Parentzone App and is to be signed off by parent, and the duty manager informed. The person responsible for reporting accidents is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form and other staff who have witnessed the accident should also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be sent a copy of or shown the Accident Report, informed of any first aid treatment given and asked to sign it off on the Parentzone App or as soon as they collect their child.

4. The Accident Forms are checked by a Manager on a regular basis to check for patterns. e.g. one child having a repeated number of accidents, a particular area in the setting or a particular time of the day when most accidents happen. Any patterns will be investigated by the manager and all necessary steps to reduce risks are put in place.

More Serious Cases

- 1 The Duty Manager will assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent/main carer to come.
 - a. If the child needs to go straight to hospital an ambulance will be called. Then the parent/ carer will be contacted and arrangements will be made to meet the parent/ carer at the hospital. A member of staff will accompany the child to the hospital, but will not sign for any treatment to be carried out.
 - b. If the child can wait for the parent/ carer to come, then the parent/ carer will be contacted and the child will be made as comfortable as possible and a member of staff will stay with them until the parent/ carer arrives. It will then be for the parent/ carer to decide whether to go to the hospital or not.
- 2 A report of the accident will then be kept with the Accident Form. OFSTED and local authority safeguarding lead will also be notified of any serious accident or injury to, or serious illness of, or the death of any child whilst in our care (and act on any advice given). The setting manager will also report serious accidents to the registered provider for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Notification of any incident will be made as soon as is reasonably practicable, but in any event within 14 days of the event occurring. The Accident File will be kept for at least 21 years and three months

Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed.

Approved by board of Trustees August 2015

Reviewed by managers May 2022

To be reviewed September 2023