

Monty's Daycare First Aid and Recording & Reporting of Accidents & Incidents Policy and Procedure

(Including procedure for reporting to HSE, RIDDOR)

First Aid

Policy Statement

At Monty's Daycare our staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises or on an outing at any one time. It is our aim to have all full time members of staff hold a valid paediatric first aid certificate and for at least one member of staff to hold a valid first aid at work certificate.

Procedures

First aid kits are kept in: the Nursery room, Toddler room, the Pre-school and Kindergarten room, and in the outings bag.

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items only:

- Guidance card/ general guidance leaflet.
- Triangular bandages, individually wrapped - x 4.
- Sterile dressings: Medium - x 6.
Large - x 2.
- 20 assorted individually wrapped sterile plasters.
- Sterile eye pads (with bandage or attachment) X 2.
- Container of 6 safety pins.
- 2 pairs of disposable gloves
- 1 plastic disposable apron.

The first aid box is easily accessible to adults and is kept out of the reach of children. No un-prescribed medication is given to children, parents/guardians or staff except Calpol with prior permission (see Calpol Policy).

At the time of admission to the setting, parents'/guardians' written permission for emergency medical advice or treatment is sought. Parents/guardians sign and date their written approval.

Parents/guardians also sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents/guardians have attempted to be informed and are on their way to the hospital.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Recording and Reporting of Accidents and Incidents

Policy Statement

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

Procedures

Our accident book/sheets:

- are kept safely and accessibly;
- are accessible to all staff and volunteers, who know how to complete it; and
- are reviewed quarterly to identify any potential or actual hazards.

Ofsted is notified of any *serious* injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult that took place within the nursery.

When there is any injury requiring general practitioner or hospital treatment to a child, parent/guardian, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Types of Reportable Incidents

Deaths and injuries

If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is work-related
- it results in an injury of a type which is reportable

Types of Reportable Injury

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalding requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident

to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury'

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dealing with Incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our incident book. See below.

Our incident book

- We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact

numbers for gas and electricity emergency services, carpenter and plumber.

Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.

- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.

These incidents include:

- break in, burglary, theft of personal or the setting's property;
 - an intruder gaining unauthorised access to the premises;
 - fire, flood, gas leak or electrical failure;
 - attack on member of staff or parent/guardian on the premises or nearby;
 - any racist incident involving staff or family on the centre's premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
 - In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
 - In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.
 - The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

*This policy was revised at a meeting in October 2015. Emma Taylor (Nursery Manager) & Kerry Allen (Deputy Manager/ Health & Safety Officer) were present.
(Policy and procedure to be revised in the month of October 2016 autumn term).*