



# Early Learning School Accident and Incident policy

## 1. Accident Procedures

At Reddam House Bearwood Early Learning School we provide a safe and well supervised environment for every child.

All staff complete an Emergency Paediatric First Aid Course and in addition, at least one member of staff completes the First Aid at Work Training. All staff are trained every three years and the School Nursing Sister has a log of the dates of the next round of training. A fully qualified and pediatric first aider is on the premises all the time that Early Learning children are on site. A first aider will always accompany children on site and on outings.

Fully equipped First Aid boxes are placed in visibly marked positions throughout the ELS. These are the main office, 0-2's kitchen, 3-5's atelier and in each room's walk bags.

However accidents can happen and in such circumstances the following procedures will be followed:

### 1.1 Minor Accident

During the course of a day at School a child may suffer from a minor accident. If this happens the staff will follow this procedure:

- The staff member will take the child to a quiet area away from all the other children where their injury can be assessed and the child calmed.
- A first aider will be informed and will assess the injury and administer the treatment needed.
- All staff must follow basic hygiene procedures when dealing with cuts and grazes. Disposable gloves and aprons are provided and must be used when dealing with spillages of blood or other body fluids. Used dressings and equipment must be disposed of in yellow waste bags provided.
- The Manager/Deputy will be informed
- The child will be settled back in to their room and observed to ensure there are no longer term effects.
- An accident form will be filled out (see Appendix 1) giving details of how the accident occurred, where it occurred, which staff present, what injury was sustained and the treatment were given. This will then be signed by the member of staff that witnessed the accident, if different, the member of staff that administered the first aid and the Manager/Deputy. The parents will sign the form when their child is collected from School. A copy will be given to parents for their reference when they collect their child.
- The Manager will make a phone call to the parents to inform them of the accident before the end of the day. This will happen immediately in the case of a head injury

## 1.2 Major Accident

Occasionally a child may suffer from a major accident that requires professional medical help, if this occurs staff will follow this procedure:

- The Manager/Deputy will be informed
- If the child can be moved they will be taken to a quiet place where they can be kept calm and be assessed, if they cannot be moved a space will be cleared around them and other children will be kept away. A child will not be moved if there is any doubt about their condition
- The School Nursing Sister will be called to assess the injury and decide if it requires immediate treatment by an ambulance or if the Parent/Carer can be contacted and take the child themselves. If there is any doubt an **ambulance will be called immediately**.
- If an ambulance is required, 999 will be called and the Parents/Carer will be contacted with arrangements to meet the child at the hospital. A member of staff and the School Nursing Sister will travel with the child to the hospital taking with them the child's registration forms and a mobile phone.
- If an ambulance is not required a phone call will be made to the child's Parent/Carer and the child will be kept calm and comfortable either in an empty room or the main office. When the Nurse is called, she may feel it necessary to have the child wait in the Medical Centre. A member of staff will remain with the child until the Parent/Carer arrives.
- An accident form will be filled out recording in detail the circumstances the accident occurred in, who was present, details of the injury sustained, any first aid administered and if an ambulance was required or not. A copy of the accident form will be given to Parents/ Carers.
- The accident will be reported to RIDDOR and Ofsted (if necessary) by the Manager/Deputy and instructions/advice will be followed.
- A risk assessment of the sight of the accident and any equipment involved will be carried out.

## 1.3 Existing Injuries

If a child comes in to School with an injury that has happened at home, the Parent/ Carer will be asked to fill out an incident form stating how the accident occurred, where the accident occurred, who was present when the accident occurred, details of the injury and sign and date.

## 1.4 Immobile Infant Bruising

It is rare for children who are not able to move around by themselves to have a bruise. A bruise can be a sign of a health condition, a blood disease or an infection so staff will bring this to the attention of the Parent so that they can seek appropriate advice.

With any unexplained bruising, staff will refer this to the Designated Safeguarding Lead and have reference to the Child Protection Policy.

### **1.5 Record Keeping**

Completed accident forms are kept in the ELS School Office and are collated each month to look for patterns in order that appropriate action can be taken. These are recorded on a monthly form (see Appendix 2)

A major accident will always trigger an immediate investigation as to the causes and how to prevent it being repeated in future.

## **2. Incidents**

From time to time parents may be asked to sign or fill out an incident form. Incident forms are used if, for example, a child has displayed inappropriate behaviour that has resulted in the injury of another child, such as biting or scratching. An incident form will be filled out explaining the circumstances of the behaviour, the behavior management response, and who was present when the incident occurred.

This will be signed and dated by the staff member who dealt with the incident and Manager/Deputy. The parent will be asked to sign the form on pick up and these are then filed in the ELS Office. A copy will also be given to the parent.

## **3. Accident/Incident Prevention**

Fire extinguishers are located throughout the School setting with a fire blanket in the kitchen area. An electric fire alarm system is fitted, with emergency lights and siren. It is the responsibility of Reddam House Bearwood Maintenance Team to ensure this is maintained and checked regularly.

All the doors within the School comply with the Fire Regulations and have been checked by the School's Fire Officer. Smoke detectors are located throughout the building. A Fire Drill is held with the children at least once every term and recorded on the fire procedure log which forms part of the health and safety risk assessment. There is a fire alarm test at 11am on a Friday.

Electrical points and leads are guarded throughout the premises and cleaning materials are stored out of reach of the children. Medicines are kept either in the medicine fridge or in a secure cupboard in the child's room.

Equipment is checked regularly and dangerous or broken equipment/items are discarded where appropriate.

Risk assessments are undertaken by staff as necessary and when planning for a child's learning experience. A file of specific School Risk Assessments is kept in the office for reference.

A No Smoking Policy is operated within college grounds. The School is covered by an insurance policy, which can be consulted in the office.

## 4. Slips, Trips and Falls

50% of all trip accidents are caused by poor housekeeping. All staff have a duty to contribute to keeping the School clean and tidy – improving housekeeping will eliminate a large number of accidents. The Facilities Manager is responsible for ensuring that housekeeping is reviewed on a regular basis throughout the School. All staff also have a personal responsibility with the Manager to:

- Ensure there is a suitable walkway through the workplace
- Keep the workplace clear – no trailing wires or obstructions
- Look at own areas of work – are the floors tidy and do they have enough storage space?
- Check other rooms – are they tidy, are goods suitably stored, are there enough bins?
- Check that lighting is sufficient?
- Ensure there is a specific area for deliveries

Good housekeeping does not cost a great deal; it just takes a little personal effort. A designated person in each room is responsible for housekeeping and making sure they complete the twice daily room checks to identify potential hazards. All staff in the workplace are expected to have a “see it, sort it” attitude.

### 4.1 Flooring

- The floor in a workplace must be suitable for the type of work activity that will be taking place on it.
- Where a floor cannot be kept dry, people should be able to walk on it without fear of a slip despite any contamination which might be on it. A yellow wet floor sign must be placed on the floor to ensure other users are aware of the need to take caution.
- The floor must be cleaned correctly to ensure that it does not become slippery.
- The floor must be fitted correctly (i.e. no trip hazards and non-slip coatings have been correctly applied)
- The floor must be maintained in good order to ensure that there are no trip hazards.
- Ramps, raised platforms and other changes of level should be avoided if they cannot be highlighted
- Where flooring is uneven, lighting and warning signs should be sufficient to alert the pedestrian

Appendix 1



**Reddam House Bearwood ELS Accident Report Form**

An accident is an unplanned event that results in an injury or could have resulted in an injury or results in damage to equipment or property. Anyone can complete an accident form.

**Confidentiality** – This form will be held securely by Reddam House Bearwood ELS for the purpose of monitoring health and safety and will only be disclosed to persons or organisations able to demonstrate a legal right to the data therein.

**Details of person completing this report:-**

Full name:

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Signature:

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Witness signature (if applicable):

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Date:

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**Details of accident:-**

Date and time:

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Location:

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What happened – cause (how and why) if known

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**Details of any person injured:-**

Full name:

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Nature of injury:

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Treatment given:

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Treatment given by:

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If taken to hospital, where and how:

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Parent's signature:

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Deputy Head's signature:

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