

## Accidents, Incidents & First Aid Policy

Accidents can be very distressing for anyone involved; Bright Beginnings will implement this policy and procedure to ensure all parties are supported and cared for should an accident occur within the Centre, within Centre grounds or on an organised visit. **This policy applies to all employees, business visitors or contractors, children, carers and members of the public.**

Staff have access to the following training:

- Paediatric First Aid
- First Aid at Work
- Emergency First Aid at Work
- Forest School First Aid training.

A First Aider will accompany groups on outings and trips.

First Aid will be administered by a trained member of staff, parents will be contacted if needed with appropriate advice shared, an accident form must be completed and signed at the earliest opportunity. Transfer to hospital will be arranged if required.

First Aid Boxes are located in the following areas:

- Centre Reception
- Caterpillars
- Butterflies
- Kitchen
- Ladybirds
- Bumblebees
- Dragonflies
- Grasshoppers
- Millipedes / Zone / Discovery Pod
- Staff room
- Managers Office
- Travel First Aid kits must be taken on external visits and outings.

## Accidents, Incidents & First Aid Policy

Accident / Incident and Near Miss paperwork is available in all play areas and in the archive room near the Centre reception. Completed documentation is stored securely in the archive store or in the loft. Accident paperwork involving children will be stored for up to 21 years then shredded and disposed of in an appropriate manner.

All accidents must be recorded, however minor.

- The person responsible for reporting accidents, incidents or near misses is the member of staff who is the witness. This person must accurately record what happened in the relevant file, Centre staff will support this process if appropriate. This should be done as soon possible following the accident/incident, whilst the details are still clearly remembered. Staff completing the form must record whether the parent was advised to seek further medical advice. Parents must be shown the report and asked to sign it as soon as they collect their child or at the earliest opportunity should a child have been admitted to hospital.
- All recorded documents are reviewed and monitored regularly for patterns e.g. one child having a repeated number of accidents, a particular area in the Centre or a particular time of the day when most accidents/incidents happen. Any patterns will be investigated by the Centre management team.
- The person responsible for coordinating all incident reporting is the Bright Beginnings General Manager. The General Manager will report serious accidents to the registered person and to the Health and Safety executive at the University of Leeds 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))

A notification must be made to Ofsted as soon as is reasonably practicable of any serious accidents that fall under Ofsted's notifiable incidents, but within 14 days of the incident occurring.

- The accident file will be kept for at least 21 years and three months.
- Where professional medical attention is required, a member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately.
- Accidents of a serious nature will be reported to Ofsted, and, if appropriate, the Local Area Designated Officer (LADO)

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- All head injuries and serious accidents must be followed by a call to the child's parents or carers and 'bumped head' information must be provided.

The majority of our staff are paediatric first aid trained by Meditrain. This training will be updated every three years to ensure this remains current. It is clearly identified in each play area those staff who are first aid trained. When children are taken on an outing away from the Centre, we will always ensure they are accompanied by at least one member of staff who is trained in first aid and who always carries a first aid box.

### Personal protective equipment (PPE)

The Centre provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other tasks. This is selected according to need and will be regularly reviewed to ensure it is suitable and effective.

### Dealing with blood

- Always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.
- The Centre will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

### Needle puncture and sharps injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well-being of the employees, ALL NEEDLES, BROKEN GLASS etc. SHOULD BE TREATED AS CONTAMINATED WASTE. If a needle is found, there is a sharps bin located in the manager's office.

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## Dealing with 'Near Misses'

At Bright Beginnings we record, monitor and investigate near miss incidents, as a way of actively monitoring the potential of accidents in the Centre. We have a reporting system which allows any member of the team to easily report a near miss incident to their supervisor / manager. This practice is actively encouraged and commended as we recognise that feedback from the team is critical in reducing hazards and preventing accidents and ill health in the Centre.

## What is a near miss?

A near miss is any incident that had the potential to cause harm but was prevented, resulting in no harm.

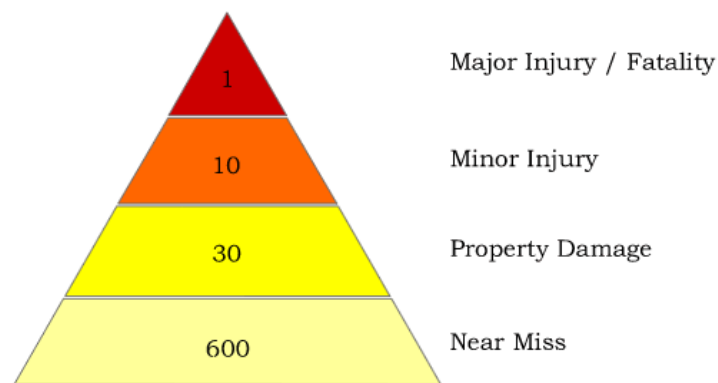
## Examples of near misses:

- Someone slips on spilt fluid but is not injured.
- Someone slips on the stairs but did not fall down.
- Too many children in one small area create an incident.

The accident triangle demonstrates that for every serious injury there is a multiplier effect.

For each major incident or fatality there are many near misses, unsafe behaviours and unsafe conditions.

This is illustrated by the accident hierarchy triangle below:



It is good practice to report all near misses where nobody was actually hurt or made ill. Near misses provide an early warning sign to the potential for more serious accidents.

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## Why report incidents and near misses?

Research has shown that the more incidents that are reported the more information is available about any problems, and the more action can be taken to make the Centre safer.

The benefits of incident and near miss reporting include:

- Identifying trends across the Centre that may not be apparent for one particular area
- Pre-empting complaints
- Making sure areas of concern are acted on
- Targeting resources more effectively
- Increasing awareness and responsiveness

## Pre-existing injuries

If a member of staff notices a child who is noted to have an injury which occurred outside of the Centre, the child's parent must complete an existing injury form. These forms will be monitored in line with our safeguarding children policy.

## Staff Accidents and Incidents

Staff must inform a manager of their accident/incident on site. It is the staff member's responsibilities to complete an accident/incident form. The manager on duty will assess if the staff member requires a risk assessment as a result of the accident/incident.

Reviewed By	Angela Hynes
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