



Accidents, Incidents, Near Miss and First Aid Policy

Accidents can be very distressing for anyone involved so at Bright Beginnings we 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.

Accident / Incident records are located within all individual playareas. A Centre Accident / Incident / Near Miss documentation is located in the drawers of the main reception desk.

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. This person must accurately record what happened in the relevant file. This should be done as soon as the accident/incident is dealt with, whilst the details are still clearly remembered. 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 every 3 months 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 Centre Management team 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))
- The Accident File will be kept for at least 21 years and three months
- Where 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, local Safe Guarding (LADO)
- Should the accident require further medical attention staff will offer advice and direction or follow the transporting to hospital guidelines as detailed in the Sickness and Illness policy.

The first aid boxes can be found in the following areas throughout the centre.			
Caterpillar/Butterflies	Bumblebees/Ladybirds	Grasshoppers/ Dragonflies/Millipedes	Zone/Discovery Pod
Travel First Aid box is taken on external visits and outings	Kitchen	Centre Reception Area	

The appointed person responsible for first aid is Gillian Marsden - Operations Manager.

The majority of our staff are paediatric first aid trained. This training will be updated every three years to ensure this remains current.

It is clearly identified in each playarea 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 carries a first aid box at all times.

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 chosen 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 the local authority must be contacted to deal with its disposal.

This policy was reviewed and adopted on29.01.2015.....

Signed on behalf of the Centre:Angela Foley.....

Date for review:29.01.2016.....