04 Health procedures

**04.01 Accidents and emergency treatment**

**Person responsible for checking and stocking first aid box:** *Kylie Kerridge*

The setting provides care for children and promotes health by ensuring emergency and first aid treatment is given as required. There are also procedures for managing food allergies in section 03 Food safety and nutrition.

* Parents consent to emergency medical treatment consent on registration.
* At staff hold a current paediatric first aid (PFS) certificate, who regularly update their training; First Aid certificates are renewed at least every three years.
* All members of staff know the location of First Aid boxes, the contents of which are in line with St John’s Ambulance recommendations as follows:
* 20 individually wrapped sterile plasters (assorted sizes)
* Hypoallergenic plasters x 5
* 2 sterile eye pads e.g. No 16 dressing
* 2 eye irrigation wash tubes
* 2 individually wrapped triangular bandages (preferably sterile)
* 6 safety pins
* individually wrapped, sterile, un-medicated wound dressings
- 2 large
- 4 medium
- 2 small
* 4 bandage dressings
* 2 pairs of disposable gloves
* 1 plastic disposable apron
* adhesive tape – e.g. microporous
* a plastic face shield (optional)
* a pair of scissors
* No other item is stored in a First Aid box.
* Vinyl single use gloves are also kept near to (not in) the box
* There is a named person in the setting who is responsible for checking and replenishing the First Aid Box contents.
* Form 04.01b First Aid Box checks is completed termly and any missing/ removed items are recorded here and the form is completed when the items are replenished.
* A supply of ice packs are kept in the main kitchen fridge.
* For minor injuries and accidents, First Aid treatment is given by a qualified first aider; the event is recorded as an Accident on the Tapestry Care Diary.
* In the event of minor injuries or accidents, parents are normally informed when they collect their child, unless the child is unduly upset or members of staff have any concerns about the injury. In which case they will contact the parent for clarification of what they would like to do, i.e. collect the child or take them home and seek further advice from NHS 111. Parents will then receive an on-line notification in Tapestry of the accident.

**Serious accidents or injuries**

* An ambulance is called for children requiring emergency treatment.
* First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, 06.10 Death of a child on site procedure is implemented and the police are called immediately.
* The registration form is taken to the hospital with the child.
* Parents or carers are contacted and informed of what has happened and where their child is being taken to.
* The setting manager arranges for a taxi to take the child and carer to hospital for further checks, if deemed to be necessary.

**Recording and reporting**

* In the event of a serious accident, injury, or serious illness, the designated person notifies the designated officer as soon as possible.
* Those who dealt with the accident need to complete form 04.01a Recording of significant accidents.
* The setting manager is consulted before a RIDDOR report is filed.
* If required, a RIDDOR form is completed; one copy is sent to the parent, one for the child’s file and one for the local authority Health and Safety Officer.
* The directors are notified by the setting manager of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care in order to be able to notify Ofsted and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, after consultation with the owners/directors/trustees, inform local child protection agencies of these events

**Reviewing Accidents**

At the end of every month all accidents are analysed and the total number and where they happened are recorded on 04.01c Monthly Accident Review Form. Any concerns for individual children having excessive accidents are raised with the SENco and key person. Any concerns that identify a hazard in the setting should be reported to the manager and logged in the Maintenance Record log.

**Further guidance**

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>