## Bentham Under Fives Centre

**Accident Procedure**

**Major Accident**

If a major accident occurs the procedure is as follows:

1. If able to be moved, the child (or adult) is taken into the staff room and the manager/deputy is notified. If it is not possible or advisable to move the injured child/adult then the immediate area should be evacuated e.g. children and staff moved into the other side of the partition. This is to make the area safe so that a first aider can concentrate on the needs of the injured child/adult. If the incident involved e.g. a burn then the source should be made safe e.g. chemicals or a heat source, so that further injuries do not occur. If the injury occurs in the garden then the rest of the children/staff should move inside. **At all times the staff must wear protective clothing (disposable aprons and gloves).**
2. The manager/deputy will then assist in assessing the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent/carer to come:
* If the child needs to go straight to hospital an ambulance will be called, then the parent/carer will be contacted and arrangements will be made to meet the parent/carer at the hospital (normally the Whittington, but staff should check with the paramedics). A member of staff will accompany the child to the hospital with the parents pre-set permission slip for treatment (and notes of any allergies/special health needs), but the staff member will not sign to give permission for any treatment.
* If the child can wait for the parent/carer, then the parent/carer will be contacted and the child will be made as comfortable as possible and a member of staff will stay with the child until the parents/carer arrives. It will then be for the parents/carer to decide whether to take the child to hospital.
* All accidents that require going to the hospital must be reported to enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
* Details of the reporting procedure can be found on the Health and Safety Executive website <http://www.hse.gov.uk/riddor/> . See ‘Injuries at Work below’.
1. Where there is a known condition e.g. epilepsy, severe allergic reaction (anaphylaxis) to bee stings or specific foods etc involving treatment with adrenaline (Epipen) or asthma, all staff (not just the Key Person) should become familiar with the procedure to be followed which the parent/carer has advised the Nursery of. Any required medication should be administered at the correct dosage and medial help sought if the situation does not appear to be resolved after a time specified by the parent/carer.
2. A report of the accident is then to be recorded in the accident book and the parent/carer is asked to sign and date it.

**Head Injuries**

All head injuries should be assessed by the Key Person and the Manager and the parent/carer called with a full account of what happened and the nature of the injury sustained. They will then decide if it is immediately necessary for the parent/carer to come and collect the child or whether it is appropriate to simply observe and provide the parent/carer with updates if that is their wish. The accident is then recorded in the accident book and the parent/carer is asked to sign and date it.

**Minor Accident**

If a minor accident occurs the procedure is as follows:

 **At all times the staff must wear protective clothing (disposable aprons**

 **and gloves**

1. The child is comforted and taken to their group room
2. The injury is assessed by the key person/staff member and if necessary the manager is called.
3. The injury is then treated
4. The child is then settled back into the group room and observed
5. The accident is then recorded in the accident book and the parent/carer is asked to sign and date.

**Injuries at work taken from website** <http://www.hse.gov.uk/riddor/>

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 scalping 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

**Ofsted must only be contacted if the child was in hospital for 24 hours or more.**

Signature: ................................................. Date:........................................