First Aid, Accidents and Sickness Policy

At Parsons Green Nursery we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur and can be very distressing for anyone involved. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

Accidents (Accident forms are stored on our online Famly app)

- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form and report it to the nursery manager as close to the accident happening as possible. Other staff who have witnessed the accident may also countersign the form. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it on the same day, or as soon as reasonably practicable after.
- The nursery manager reviews the accident forms at least monthly for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the nursery manager and all necessary steps to reduce risks are put in place.
- The nursery manager will report serious accidents to the registered person 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 senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
- Where medical treatment is required the nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident.
- The nursery manager/ head will report any accidents of a serious nature to Ofsted and the local authority children's social care team (as the local child protection agency), where necessary. Where an accident is reportable under RIDDOR, it will be reported to the relevant enforcing authority (the Health and Safety Executive or the local authority environmental health department) via the HSE's reporting system. Deaths, specified injuries and dangerous occurrences will be reported without delay and in any event within 10 days; over-7-day injuries will be reported within 15 days of the incident. Any advice given by the enforcing authority will be acted upon

Organisation	**Cortayne Road: 020 7731 8013; Fulham Road: 020 3943 4678**
Ofsted	**0300 123 1231**

Local authority children's social care team	**02087535124**
Local authority environmental health department	**020 8748 3020**
Health and Safety Executive	**0300 003 1647**
RIDDOR report form	**http://www.hse.gov.uk/riddor/report.htm**

Head injuries

If a child has a head injury in the setting, then we will follow the following procedure:

- Calm the child
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
- If the skin is not broken, we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child
- If the skin is broken, then we will follow our first aid training and stem the bleeding
- Call the parent and make them aware of the injury
- Complete the accident form on Famly
- Keep the child in a calm and quiet area whilst awaiting collection
- We will follow the advice on the NHS website as per all head injuries https://www.nhs.uk/conditions/minor-head-injury/
- For major head injuries we will follow our first aid training.

Transporting children to hospital procedure

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication, and the child's comforter.
- Redeploy staff if necessary, to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the management team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

If a child has an accident that may require hospital treatment but not an ambulance the parent will be called and asked to come and collect their child. Whilst waiting for the parent the child will be supervised by the nursery manager or deputy in the child's room.

First aid

The first aid boxes are located in: Every classroom and the nursery office.

These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid will check the contents of the boxes regularly and replaces items that have been used or are out of date.

The staff first aid box is kept in the staff room, this is kept out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages, and eye pads. No other medical items, such as paracetamol should be kept in them.

The appointed person(s) responsible for first aid is Danica Belzer (Cortayne Road) or Shannon Hurly (Fulham Road).

All of the staff at Parsons Green Nursery are trained in paediatric first aid and this training is updated every three years.

When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is paediatric first aid trained. A first aid box is taken on all outings.

Personal protective equipment (PPE)

The nursery 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 domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

Dealing with blood

We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- 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.

Needle punctures and sharps injury

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

At Parsons Green Nursery we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

Sickness and Illness

At Parson's Green Nursery we promote the good health of all children attending. To help keep children healthy and minimise infection, we do not expect children to attend nursery if they are unwell. If a child is unwell it is in their best interest to be in a home environment with adults, they know well rather than at nursery with their peers.

In order to take appropriate action of children who become ill and to minimise the spread of infection we implement the following procedures:

- If a child becomes ill (temperature, sickness or diarrhoea, unexplained rash, conjunctivitis, any infectious condition) during the nursery day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time, we care for the child in a quiet, calm area with their key person, wherever possible.
- We follow the guidance given to us by the UK Health Security Agency (UKHSA) (formerly Public Health England, and before that the Health Protection Agency) in Health protection in children and young people's settings, including education, and advice from our local health protection team, on exclusion times for specific illnesses, e.g. sickness and diarrhoea, measles and chicken pox, to protect other children in the nursery. In these cases, we would notify Ofsted as soon as possible and within 14 days.
- Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to nursery until they have been clear for at least 2 days. Where we have any child with food poisoning, we will inform all parents including any contagious infections, identified in the nursery. This will help them to spot the early signs of these illnesses.
- We thoroughly clean and sterilise all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection. This is also done regularly to prevent children from any nasty germs and maintain a high cleaning standard.
- We exclude all children on antibiotics for the first day of the course (unless this is part of an ongoing care plan to treat individual medical conditions for example; asthma). It is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting and within their own home comforts. They also may have a reaction when taking this medication for the first time.
- We have the right to refuse admission to a child who is unwell regardless of whether they have a high temperature. This decision will be taken by the manager on duty and is non-negotiable.
- Information on head lice is available for all parents on request. Regular hair checks should be completed at home by parents. If a parent finds any head lice, we would be grateful that they then inform the nursery so that other parents can be notified to check/treat their child's hair as appropriate and helps reduce transmission.

Meningitis procedure

"If a parent informs the nursery that their child has meningitis, the nursery management team will contact the local UKHSA Health Protection Team for advice and support in that individual case. If we are not informed by parents, the Health Protection Team will contact us directly once a case is confirmed, and appropriate support and guidance will be given. We will follow all guidance provided and notify the appropriate authorities, including Ofsted, where necessary.

This policy was adopted on:	Date for review:
September 2026	September 2027