

## ACCIDENTS AND FIRST AID PROCEDURE

In the event of a child or individual working at or visiting CMN nurseries, becoming ill or suffering injury as a result of an accident, the following procedures apply:

First aid should be administered but only as far as knowledge and skill permit. The patient, particularly a child, should be given all possible reassurance and the child monitored at regular intervals.

The member of staff dealing with the child should monitor child's condition until they are:

- Ready to go back to the play area.
- Collected by their parent/guardian.
- Complete all relevant accident forms to be countersigned by management and parent.

**On no account should an injured child be left unattended.**

- If the injured child cannot move unaided, he/she must not be moved until a qualified first aider has made a judgement about whether it is safe to do so.
- If a child can be moved then they should be taken to a quiet area away from the other children.

**In the event that a child cannot be moved then the following procedures should be adopted:**

- One adult stays with the injured child to reassure them, whilst another goes to inform the manager or staff member in charge.
- A decision should be made as to whether ambulance should be called.
- The injured child should be covered with a blanket.
- The child's parent/guardian should be informed to either come to the nursery or meet the injured child at the hospital.
- The manager will designate a member of staff to accompany the child to the hospital if the parent is not able to do so.
- The accompanying staff member must take the appropriate file and information about the child with them to the hospital.

- The accompanying staff member must remain at hospital until the child is handed back to the care of his/her parent/guardian or nominated carer, and must report back to the manager on arrival back to the nursery.

Similar procedures should be adopted if an adult or visitor to the nursery sustains an injury, which requires hospital treatment. In this case the next of kin of the injured person should be notified.

### **Reporting of Injuries, Diseases and Dangerous Occurrences.**

As soon as possible after an incident, every case of injury or accident must be reported to the manager. An accident report must be written, the manager will arrange an investigation of the accident.

Records will need to be kept for the collection of statistical data of accidents and incidents.

### **Notifiable Accidents**

The reporting of injuries, diseases and dangerous occurrence Regulations 1995 require employers to report to the Health and Safety department by phone immediately and in writing within 2 days of the following:

- Major injury or condition of an employee as a result of a work incident.
- Major injury or condition of a visitor, child etc. while at the nursery or as a result of nursery activities.

The Health and Safety department does not require reports in respect of children's injuries arising from collision, slips and falls in the nursery or garden. Unless they are caused by the condition of the premises, e.g. pot holes, worn steps, ice etc, or by plant or equipment being on the premises or by lack of proper supervision.

### **Legal Framework**

- Health and Safety (First Aid) Regulations (1981)