



## First Aid and Procedures to be followed in Case of an Accident

At Apples and Honey Nightingale we are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

### In case of an accident

If a child or adult has an accident whilst the nursery is operating:

- All uninvolved children and adults will move into another room or space.
- A qualified first aider will look at him/her to assess the severity of the injury.
- If the injury is considered minor, the first aider will treat it using the approved contents of the First Aid box, having first checked the casualty's medical records; e.g. allergies
- The parent/carer will be informed of the accident at collection time. All head injuries will be reported immediately, no matter how insignificant.
- If the injury is considered major, the parent/carer will be informed immediately by phone and asked to come and collect the child.
- If the accident is considered to be serious, the emergency services will be contacted immediately by phoning 999 and the parent/carer will be informed.
- **Ofsted** will be notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult. The accident will be recorded in the **RIDDOR incident book**. All other minor accidents will be recorded in the **Accident book** and the parents notified.
- Following each accident, a risk assessment of the area in which the accident took place will be made to ensure there is no hazard there and appropriate action to remedy hazards will be taken.
- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

This policy was adopted at a meeting of	Date:	Apples and Honey Nightingale CIC
Held on	<u>19<sup>th</sup> December 2017</u>	
Date to be reviewed	<u>19<sup>th</sup> December 2018</u>	
	<u>19<sup>th</sup> December 2019</u>	
Name of signatory	<u>Judith Ish'Horowicz</u>	
Role of signatory (e.g. chair/owner)	<u>Director and Founder</u>	

### Legal framework

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