



EARLY YEARS ACCIDENT PROCEDURE

Please remember that we can only apply water on any injuries.

MINOR ACCIDENTS

- Attend to the child first, never leave the child unattended.
- If an ice pack is needed, then ask for someone to help you.
- Ensure ice pack is cleaned with antibacterial spray after use.
- Comfort the child.
- If a child bleeds the member of staff should use latex gloves and dispose of any tissues in a zip plastic bag.
- Complete the accident form-any staff witnesses and Head of Early Years should also sign.
- Ensure the parent/carer is informed on collection of the child and that the accident form is signed by them.

SERIOUS ACCIDENTS

- Attend to the child first, ask for help to call the Head of Early Years.
- Remove other children from the area.
- Do not move the child if you suspect back or limb injury.
- Comfort the child and do not leave the child unattended.
- If an ice pack is needed, then ask for someone to help you.
- Ensure ice pack is cleaned with antibacterial spray after use.
- If a child bleeds the member of staff should use latex gloves and dispose of any tissues in a zip plastic bag.
- The Early Years Lead will decide if the child needs further medical attention and will ask the office to contact the parents or an ambulance.
- If the child needs to go to a medical centre or hospital, a member of staff should call 112 immediately if an ambulance is needed.
- A member of staff will accompany the child in the ambulance.
- If the child needs medical attention but does not require an ambulance, then parents will be contacted, and two staff members will take the child to the hospital or medical centre and meet the parents there.
- The member of staff who witnessed the accident should fill the form for the insurance company with the secretary.
- When the accident is dealt with complete the accident form-any staff witnesses and the Early Years Lead should also sign.
- Ensure the parent/carer signs the accident form the following day or when the child returns to school.

The first aid box is located in the Nursery Bathroom-the only items contained in the first aid box are the thermometer, gloves and zip bags.

Ice packs are kept in the Freezer in the Early Years Kitchen.

Each class has an accident file, which is kept in the locked cupboard in the classroom.

Updated: January 2024

To be reviewed January: 2025



EARLY YEARS

BUMP TO THE HEAD PROCEDURE

Children bump their heads frequently and, the majority of the time, the child will stop crying and continue with their play. However, a bump to the head is taken seriously and the child is always monitored after the incident. With harder knocks to the head there may be swelling, bruising, or maybe a cut. They may have symptoms such as a headache, nausea. If this happens, we observe closely.

If a child has a bump to the head

- Attend to the child first, ask for help to get an ice pack.
- Apply the ice pack and comfort the child.
- Inform the Early Years Lead.
- Look for signs of:
 - Paleness.
 - Loss of interest in their food.
 - Loses consciousness.
 - Complains of severe headache.
 - Have signs of dizziness.
 - Downiness
 - Vomiting.
 - Any fluids discharged from their nose or ears.
- A decision will be made by the Early Years Lead whether the child needs hospital treatment and the parents will be informed.
- If the child needs hospital treatment, then staff will need to complete the insurance form with the secretary. This process should never delay the child's treatment or hospitalisation.
- If the child is fit to stay at school, parents will be informed of the incident, the child will be observed closely for the rest of the day and an observation form will be filled in every 20/30 minutes to ensure no changes in the child's behaviour.
- Complete the accident form-any staff witnesses the Early Years lead should also sign.
- Ensure the parent/carer are informed on collection of the child and that the accident form and observation form is signed by them. An informative letter should be handed to parents informing them that their child has had a bump to the head and what symptoms to look out for.

Ice packs are kept in the Freezer in the Early Years Kitchen.

Each class has an accident file, which is kept in the locked cupboard in the classroom.

Updated January 2024

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