

accidents policy

Bodily Fluids

Staff will wear protective clothing at all times (disposable gloves/aprons). Bodily fluid waste will be put into a yellow plastic bag and disposed of at the College Nurse's room.

All Nursery staff are paediatric First Aid qualified and are required to maintain their certificates.

All accidents no matter how minor are recorded in the accident book. Parents/carers can request a copy of the report and they are asked to sign the report to acknowledge that they are aware of the injury and the treatment their child has received.

The accident report will contain the following information:

- child's name and address
- date and time of the accident
- where the accident happened
- how the accident happened
- details of the injury
- treatment received
- whether the College Nurse was called for assistance
- the name of the member of staff who administered first aid
- the name of the member of staff who witnessed the incident accident and the administration of first aid
- signature of parent acknowledging that they have been informed about the accident

All accident reports are monitored and categorised according to the type of accident by the College Health and Safety Officer.

Major Accident

If a major accident occurs the procedure is as follows:

- the child will be comforted and made comfortable
- the Nursery will call the College Nurse who will assess the situation and decide whether the child needs to go to hospital or whether the child is well enough to wait for the parent/carer to arrive

If necessary an ambulance will be called, and the premises team will wait at the College gates to direct the ambulance to the Nursery. The parent/carer will be contacted and arrangements will be made to meet parent/carer at the hospital. Two members of staff will accompany the child to hospital, taking the child's personal details with them.

The Nursery staff will wait for the parent/carer to arrive; the Nursery will make every effort to comfort and support the child and family.