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	POLICY - Accident/Incident Policy			

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1. PURPOSE

FossoPLAY has a legal responsibility to ensure the health, safety and welfare of everyone who uses or works at FossoPLAY Outdoor Nursery, including voluntary staff.

2. SCOPE

This policy applies to all staff and volunteers, including students, involved with FossoPLAY, along with any other people who may be affected by the services activities, including children & young people, parents/carers and visitors to the service.

3. RESPONSIBILITIES

1. **The Owner** are responsible for the following:
(a) Ensuring that all staff are aware of, have access to, and adhere to this procedure. (b) Providing adequate suitable resources and training to enable staff to follow this procedure
2. **Nursery Owner** have responsibility for the following: (a) Ensuring this policy AND associated procedures are applied in the setting. (d) Ensuring Play Practitioners are provided with adequate and appropriate resources, support and training to enable them to deal with an accident/incident. (e) Ensuring Play Practitioners are aware of the procedure and adhere to it. (f) Completing the necessary records for all accidents that occur; i.e. Accident/Incident Form and any other specific recording. (g) Advising The Owner and/or colleagues of potentially hazardous situations by suitable means as soon as possible. (h) Carrying out an investigation if an accident should occur and developing strategy to minimise the chance of an accident recurring.
3. **Play Practitioners** have responsibility for the following: (a) Adhering to this policy and associated procedures (b) Reporting to Nursery Manager any accident that may or have occurred. (c) complete the necessary records for all accidents that occur; i.e. FossoPLAY Accident/incident form. (d) Identifying and advising Nursery Manager of any situation that may be considered hazardous. (e) Using all resources provided to ensure accidents/incidents are dealt with in a safe manner.

4. PROCEDURE / GUIDELINES

Guiding Principles:

FossoPLAY Management, staff and volunteers, in accordance with the Health & Safety at Work Act 1974, aim to provide and maintain safe working conditions and ensure that all staff are aware of, and practice, safe working practice.

Maintenance of property and equipment to ensure personal Safety is the overall responsibility of the the owner. All staff, whether paid or voluntary, are responsible for the safe and correct use of all property, resources and equipment, and for recording and reporting any faults or hazards to the Nursery Manager, the nursery manager may also inform the Owner if necessary.

All accidents resulting in personal injury must be recorded in the accident book. All staff must follow the accident procedure. An Accident/Incident Form must be completed by the Manager/Play Practitioners attending to the accident.

In the event of an accident, staff have a duty of care to report to the Nursery Manager the nature of the accident, to assist in determining the cause, and to assist with any investigation, which takes place as a result of the information received regarding the accident, with the overall aim being to prevent future recurrences.

Minor and Major Injury:

Minor Injury: Meaning: lesser, as in size, extent, importance, or being or noting the lesser of two: a minor share. Not serious, important etc: a minor wound; a minor role.

A minor injury is one, which does not require a medical practitioner or hospital attention.

Examples: *scrapes, non-deep cuts, abrasions, bruise, sprain.*

When a minor accident occurs the following procedures must be followed:

Procedures 1:

- There will always be a member of staff on duty who is trained in First Aid.
- Staff ratios met in order to supervise children.
- Apply first aid, in accordance with first aid training.
- Reassure casualty.
- Make casualty physically comfortable.
- Complete Accident/Incident Form.
- Inform child or young person's parents/carers and upon collection of the child, provide them with a copy of the accident record. Parents/carers must sign the accident record to confirm they have been informed of the accident and are satisfied with the first aid treatment provided.
- Staff must complete Accident/Incident Form and pass onto Nursery Management for processing.

Major Injury: Meaning: greater in size, extent, importance. Serious or risky: a major operation. A major injury is one, which **does** require a medical practitioner or hospital attention.

Examples: *fractures, falls from a height of 1 metre or more, head wounds, seizures, anaphylaxis, uncontrolled bleeding, loss of consciousness etc.*

When a major accident occurs the following procedures must be followed:

Procedures 2:

- There will always be a member of staff on duty who is trained in First Aid.
- Assess casualty and apply first aid, in accordance with first aid training.
- Keep casualty calm by providing reassurance.
- Stay with the casualty.
- Delegate a staff member to Call 999 and provide full details of location/address to emergency services – as per Emergency Information Form.
- Contact parent/carers or emergency contacts as soon as possible.
- Contact Team Leader, who will make their way to the location as soon as possible.
- Continue to reassure casualty till ambulance arrives.

- Provide Paramedics with casualty's SOS card, and information about the accident.
- If casualty requires hospital treatment, a member of staff only accompanies the casualty if the child: staff ratio permits.
- The Manager should make their way to the location/address/hospital, until a suitable parent/carer or family member is in attendance.
- Staff must complete accident record form as soon as practicable. The forms must be completed by the first aider who dealt with the accident. Once completed, the Accident/Incident Form must be passed onto the Manager for processing.
- As soon as practicable parents/carers must be provided with a copy of the accident record. Parents/carers must sign the accident record to confirm they have been informed of the accident and are satisfied with the first aid treatment provided.
- Nursery Manager must complete a Notification Report Form, photocopy the form, return the original to the Care Inspectorate, and place the copy in the child or young person's individual file.
- All accident records must be numbered and completed correctly, and a copy placed in the child or young person's file.

5. REFERENCES:

5.1 Risk Assessment: FossoPLAY have developed site specific, child specific (where necessary) and play activity/opportunity risk assessments to mitigate, control or eliminate risks to staff and service users within the setting.

6. TRAINING

6.1 All permanent staff must hold a current First Aid Certificate.

6.2 All permanent staff must attend Risk Assessment Training.

6.3 It is recommended that all casual staff who are expected to work in in the nursery setting are given training on risk assessments.

6.4 It is recommended that all casual staff who are expected to work in the nursery setting are given training on First Aid.

REVISION HISTORY

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