



Sheffield Hallam University Nurseries

Health and Safety Arrangements Collegiate

Accidents, Incidents and First Aid

We recognise that accidents or incidents may sometimes occur. We follow this current policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

All staff hold an up to date paediatric first aid certificate that meet the Early Years Foundation Stage requirements. If staff certificates expire these will be renewed as soon as business return to work, this will be factored into the planning of outings and organisation of the rooms.

Beth Norton, Rachael Hinchcliffe and Sadie Broadhead act as the nursery's first aid at work designated officers. If they are absent we would call on the University First Aid Officers based in the security office (888)

All accidents/incidents to our workforce, children or members of the public will be recorded and investigated to find out what happened and how any similar accidents/incidents incident can be avoided.

The Nursery LSAG Chair will ensure that accidents/incidents are investigated and any which are reportable to the Health & Safety Executive, are reported using the relevant forms. University Health & Safety advisors will also be informed and asked for advice.

If a serious accident- or incident occurs, then the University Health & Safety team will be advised and OFSTED will be informed about the accident as soon as is reasonable but in any event within 14 days of the injury occurring.

The local child protection authority will also be informed of any serious injury, and any advice will be acted upon.



All accidents that children have will be recorded by Nursery staff on Blossom and signed by a manager. Parents are asked to sign at the end of the nursery session.

Accidents are analysed monthly by management for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the nursery manager and all necessary steps to reduce risks are put in place.

Parents must inform staff at handover of any accidents that have occurred at home. These will be recorded on Blossom.

First-Aid - Reporting and Recording Accidents/incidents

- The First-Aid boxes are situated in the downstairs kitchen, upstairs Kitchen and main kitchen (Meadows) there are smaller ones for trips and outings and one for outdoors.
- The defibrillator is in the disabled toilet window or at '**The Heart of the Campus**' if children are on another site on campus. Beth Norton has specific training to use this equipment, and all staff have this training as part of their Paediatric First Aid
- The First Aid box contains the equipment recommended. This is checked each month & restocked after use.
- **Beth Norton** (Collegiate) and **Rebecca Grace** (Meadows) are responsible for notifying when supplies are low to allow sufficient time to process orders. When a child, member of staff or visitor has an accident, first aid will be administered by a member of staff.
- For more serious accidents a member of the management team must be notified, and they will decide to call for an ambulance along with the first aid at work team.
- Parents will be called if the accident is deemed as serious, for example a head injury, and medical treatment needs to be sought.
- An Accident Form on Blossom must be completed following the accident, noting the time, date, injured person and circumstances.
- Staff members and a manager will counter sign the Accident Form.
- If a child reports an accident that has not been observed by a member of staff, then an Accident Form on Blossom must still be completed and the staff member must detail the nature of the injury and write, 'self- reported by the child'.
- If a child has had an accident but no obvious injury is observed, this will still be documented, and parents must still be informed as above.



- When a parent collects their child at the end of the nursery session, staff will pass on the details and ask the parent to sign the Accident Form on Blossom. A copy of the form will be given to the parent.
- If there is concern about a child, staff will inform a member of management team and contact the home or emergency contact.
- More serious accidents/incidents are reported via the University Health and Safety portal.

Staff or visitor accidents are recorded via the University Health and Safety Portal.

Near Misses

- Any near misses are recorded via the Health and Safety Portal by a member of the management team.

Dealing with blood and accidents

Any accident where the child is bleeding:

We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as Coronavirus, hepatitis or the HIV virus can be transmitted via blood.
- Isolate the area.
- Wear full PPE to include disposable gloves, apron, wipe up any blood spillage with blue roll or paper towels, place these in yellow tiger bags and dispose, double bag the waste and place in the outside yellow bin. Call the domestic team/ caretaker for support.
- If domestic team not available, use the bio-hazard bodily fluid clean up kit situated in the downstairs disabled bathroom (on window ledge) No training is necessary to use this KIT. All management team, LSAG members and Health and Safety Officers are familiar with how to use this.
- Dispose of PPE in yellow and black bag, double bag and place in hazardous waste bin outdoors

Head injuries

If a child has a head injury in the setting, then we will follow the following procedure:

- Calm the child.
- Assess the child's condition to ascertain if an ambulance is required.

- If the skin is not broken, we will administer a cold compress for short periods of time, repeatedly until the parent arrives to collect their child.
- If the skin is broken, then we will follow our first aid training and stem the bleeding.
- Isolate the area.
- Wear full PPE to include disposable gloves, apron. Clear up the blood and dispose of PPE as above.
- Call the parent and make them aware of the injury.
- Complete the Accident Form
- Keep the child in a calm and quiet area whilst awaiting collection.
- Parents are given a bump note form which provides information on head injuries and signs of concern to look out for.
- Keep in touch with the parent to update the reporting procedures.

We will follow the advice on the NHS website as per all head injuries

<https://www.nhs.uk/conditions/minor-head-injury/>

Pre-existing Injuries to Children (accidents outside nursery)

If a parent informs a member of staff about an injury that has happened outside the nursery or a member of staff notices an injury, then this information is recorded on the Incident form. The report is signed by the parent or carer and countersigned by a member of staff.

If necessary due to the nature of the accident a risk assessment may be completed, for example, if the child is wearing a plaster cast due to a broken bone.

Medical Emergency

We seek signed written permission from parents on registration forms regarding seeking medical emergency for their child e.g. calling an ambulance.

Procedure

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle.
- Whilst waiting for the ambulance, contact the parent(s).



- Always remain calm. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

Food Safety and play

Children are supervised during mealtimes and food is adequately cut up to reduce choking.

We ensure any food we use for play with the children is carefully supervised. We will also use the following procedures to ensure children are kept safe:

- Choking hazards are checked and avoided.
- We will not use whole jelly cubes for play. If we do use jelly to enhance our play, then all jelly will be prepared with water as per the instructions and then used.
- Dried pasta and pulses can be used for all children. With under twos this is with strict supervision.
- All allergies and intolerances will be checked, and activities will be adapted to suit all children's needs, so no child is excluded.
- Children's allergies will be visible to staff when placing out food play activities to ensure all needs are met.
- Any cooking activities will be checked prior to start to ensure all children are able use all the ingredients based on their individual needs.
- We will not use food in play unless it enhances the opportunities children are receiving from the activity. Many of the food will be reused in other activities, especially the dry materials.
- We will not use pure flour in play, due to evidence that this isn't good for children with respiratory conditions such as asthma for example.

Needle punctures and sharps injury

We recognise that injuries from needles, broken glass, may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal, the area will be isolated, and children must not play near this area e.g. if in the outdoor area children outdoor play will not be permitted until the area is deemed safe.



If broken glass is found outside nursery, make it safe around the area and ring 4444 help desk for outdoor ops who will dispose of if contaminated. If not contaminated it can be swept up put in a box marked broken glass and left for cleaners to dispose of.

This policy was adopted on	Signed on behalf of the nursery	Date for review
20/03/2024	C.Carroll	January 2026