

## **Accidents/Incidents (children)**

Please note: this policy adheres to the recording of accidents/incidents involving children - for accidents/incidents involving adults on site, please refer to the Stramash Staff Handbook.

### **Accidents**

*Accidents are defined as situations having occurred that require first aid/medical attention.*

For each session, Team Leaders will ensure that there are enough qualified First Aiders on shift that have been trained by a professional body and are within 3 years of receiving the accreditation. Stramash endeavours to provide all staff with accredited first aid training, including refresher training where necessary. For each group of children (i.e. if the group is split) there will be a competent first aider and a replenished first aid kit present with each group of children at all times. First aid will only be given by trained members of staff.

Examples of an accident could be:

- A splinter
- A tick bite
- A cut knee
- A head wound
- A broken bone

If a child requires first aid, depending on the injury, one member of (trained) staff should remain with the child to give them first aid. The remaining staff should ensure the accident doesn't happen again (safety check, move the group, remove object etc). The attending member of staff should be considerate and caring toward the child, reassuring them throughout. For further information about giving first aid, please see the Stramash first aid procedure.

If a child requires further medical advice or attention, Stramash staff will obtain it immediately, if necessary by taking the child to the hospital, while seeking to contact parents or emergency contact urgently. When a child needs to be taken to the hospital in an emergency, an ambulance will be called - staff should not take children to the hospital in their personal vehicle.

If in a rural area, or going off site, staff should ensure that they have accurate location descriptions or grid references to provide emergency services should that be required. Grid references for more rural Stramash sites will be displayed on site.

### **Incidents**

*Incidents are defined as situations having occurred that do not require first aid, but that are serious enough to require a record - ie safety related.*

If an incident occurs, the staff team should ensure that the area is made safe by either removing the opportunity for the incident to reoccur or by moving the group to a different area. Then the Team Leader should be informed.

Examples of an incident could be:

- An unsafe structure in the play area
- Chemical spills
- A missing child
- A branch falling
- A stranger on site

Precautions will be taken to ensure that the incident is not able to happen again. These precautions should be recorded on the incident form.

### **Personal protective equipment (PPE)**

Stramash provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

### **Dealing with blood**

Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths and disinfectant.

### **Needle punctures and sharps injury**

Stramash recognises that injuries from needles, broken glass and so on may result in bloodborne 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.

### **Records**

**All safety related incidents and accidents will be recorded.**

The person who collects the child will be asked to sign to say they have read the report. The report will detail:

- What happened
- What the injury is (if any)
- What first aid was received (if any)

- Symptoms to keep an eye out for (if any)
- What was done to rectify the situation (removed object, moved group etc)

If a parent/carer is concerned about the circumstances of any accident or incident, they should bring their concerns to the attention of the Team Leader, who will then carry out an investigation and will report to the Senior Management Team.

Completed accident and incident forms will be reviewed on a regular basis by the Team Leader to ensure that dangers have been dealt with. All completed accident/incident forms will be kept for inspection purposes.

### **Notification**

In accordance with the guidance in the Care Inspectorate document ***Records that all registered care services (except childminding) must keep and guidance on notification reporting*** (2012)<sup>1</sup>, Stramash will notify the Care Inspectorate of any accident which results in:

- a GP visit;
- a visit or referral to hospital;
- an injury reportable under ***Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*** (1995)<sup>2</sup>

Stramash will also notify the Care Inspectorate of any incident that was a serious unplanned event that had the potential to cause harm or loss, physical, financial or material.

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<sup>1</sup> [Records that all registered care services \(except childminding\) must keep and guidance on notification reporting \(2012\) Care Inspectorate](#)

<sup>2</sup> [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) \(1995\) UK Government](#)