

Accidents and Bodily Fluids Policy

Purpose of the Policy

Kush Montessori is committed to providing a safe and healthy environment for all children, staff and visitors. This policy outlines the procedures for managing accidents, injuries and bodily fluids in line with the **EYFS Statutory Framework, Health and Safety Executive (HSE)** guidance, and infection prevention and control best practice.

Bodily Fluids and Infection Control

- All staff will wear appropriate **personal protective equipment (PPE)** at all times when dealing with bodily fluids, including disposable gloves and aprons.
 - Any spillage of bodily fluids (e.g. blood, vomit, urine or faeces) will be cleaned immediately using appropriate cleaning products and disinfectants.
 - Bodily fluid waste will be double-bagged in a **pink clinical waste bag** and disposed of safely in the secured nappy bin or designated clinical waste container.
 - Hands must be washed thoroughly after dealing with bodily fluids, and contaminated surfaces will be disinfected to prevent cross-infection.
 - Soiled clothing will be sealed in a plastic bag and returned to parents/carers.
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First Aid Provision

- All nursery staff hold a **current Paediatric First Aid qualification** and are required to keep their certificates up to date.
 - A fully stocked first aid box is accessible in all playrooms and checked regularly.
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Recording and Reporting Accidents

- All accidents, incidents and injuries, **no matter how minor**, are recorded in the nursery accident book.
- Parents/carers are informed of any accident on the same day and asked to sign the accident record to acknowledge the injury and any treatment provided.
- Parents/carers may request a copy of the accident report at any time.

Each accident record will include: - Child's full name and address - Date and time of the accident - Location where the accident occurred - Description of how the accident happened - Details of the injury sustained - First aid or treatment administered - Whether emergency services or management were contacted - Name and signature of the staff member who administered first aid - Name and signature of the staff member who witnessed the accident and/or first aid - Parent/carer signature acknowledging notification

Monitoring and Review of Accidents

- All accident reports are regularly reviewed, monitored and categorised by the **Health and Safety Officer or Nursery Manager**.

- Patterns and trends are identified to reduce future risk and inform changes to practice, environment or supervision.
 - Where required, risk assessments will be reviewed and updated following an accident.
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Major Accidents and Serious Injuries

In the event of a major accident or serious injury: - The child will be comforted and kept calm and safe at all times - Emergency services (999) will be contacted immediately - A member of staff will wait outside the nursery to direct the ambulance - Parents/carers will be contacted immediately and informed of the situation - Two members of staff will accompany the child to hospital, taking the child's personal and medical details - Staff will remain with the child until the parent/carer arrives - The nursery will provide appropriate emotional support to the child and family

Serious accidents, injuries or incidents will be reported to **Ofsted and RIDDOR** where required, in line with statutory guidance.

Confidentiality

All accident records are treated as confidential documents and stored securely. Information is shared on a need-to-know basis only.

Related Policies

- Health and Safety Policy
 - Safeguarding and Child Protection Policy
 - Infection Control Policy
 - First Aid Policy
 - Risk Assessment Policy
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Last Reviewed: January 2023

Next Review Due: __

Signed (Manager): __