



Wild Sparks Outdoor Nursery

Accidents, Incidents, First Aid Recording

	Date	Name & Position
Created	April 2019	Alice Warren Manager / Director
Reviewed / updated	December 2019	Elena Stevenson, Manager
Reviewed / updated	July 2020	Alice Warren Manager / Director
Reviewed / updated	July 2021	Alice Warren Manager / Director
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Reviewed / updated	Feb 2023	Alice Warren Manager / Director
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This policy must be reviewed at least: annually, or in the event of a relevant incident.

All Wild Sparks staff and volunteers have a duty of care to deal efficiently and quickly with any accidents and emergencies that arise, the following procedures are in place to support this:

- Wee Wild Sparks staff will carry at least one charged mobile phone at all times.
- **The staff carries the daily attendance sheet with names, date of birth, emergency contact details, any specific medical or special needs details, name of GP at all times**
- In the event of a serious accident or incident the team will respond as follows:

3 person team:	2 person team
<p>Person 1: Main First Aider.</p> <p>Stay with the casualty and deliver First Aid in accordance with training and capacities.</p> <p>Do not attempt to administer help beyond your First Aid skills, the focus should be on ensuring the casualty is stable and comfortable.</p> <p>Person 2: First Aid support: Call 999 Describe nearest vehicular access point (top gate) as PANIC. GRATUITY. RESTS Liaise with and take advice from the emergency services. Ask if the child should be carried to road or left in situ.</p> <p>Phone the child's parent & arrange a plan for them to come to site / hospital. Phone manager if not present. Ensure key medical information (e.g. allergies) is passed on to the hospital.</p> <p>Fetch First Aid / blanket etc. Support the team in any other way</p> <p>Person 3: Stay with the group Gather the group together safely and calmly in a space away from the casualty. The tent/cabin may be useful for this.</p> <p>Maintain calm and safety, notice who may need follow up support after the event is over.</p> <p>If the parent is unavailable one member of staff may accompany the child to hospital.</p> <p>At least 2 people must remain with the group, take advice from the manager about whether we close early or not.</p>	<p>Person 1: First Aider Call 999 Describe nearest vehicular access point (top gate) as PANIC. GRATUITY. RESTS Stay with the casualty and deliver First Aid in accordance with training and capacities.</p> <p>Liaise with and take advice from Emergency services. Ask if the child should be carried to road or left in situ.</p> <p>Ensure key medical information (e.g. allergies) is passed on to the hospital.</p> <p>Do not attempt to administer help beyond your First Aid skills, the focus should be on ensuring the casualty is stable and comfortable.</p> <p>Person 2: Stay with the group / Support Gather the group together safely and calmly in a space away from the casualty. The tent/cabin may be useful for this.</p> <p>Phone for back up support – anyone that may be able to arrive at short notice to help (Alice, other staff)</p> <p>Phone the child's parent & arrange a plan for them to come to site / hospital.</p> <p>You may be required to support the first aider by fetching resources etc.</p> <p>Maintain calm and safety of other children, notice who may need follow up support after the event is over.</p>
<p>Everyone: Reflection After the event, preferably that day/next day, everyone involved plus the manager will reflect as follows: What worked well? What follow up actions are required to ensure there is no further 'fall out' How can we do better in the future? Do we need to notify all families, who will do this and how?</p>	

Could the accident have been avoided, do risk assessments/policy need updated?

Manager to make appropriate paperwork changes and disseminate to team.

First Aid

- All Wild Sparks Staff (excluding bank staff) are required to be trained in First Aid (Immediate Temporary Care) and must hold a valid First Aid certificate. Costs of this training will be met by Wild Sparks.
- Minor first aid issues will be dealt with on site by any adult who has up to date First Aid training.
- A fully equipped First Aid and welfare kit will be kept on hand during the session for any emergencies. This will contain:

First Aid Kit including:	Other welfare kit stored on site
<ul style="list-style-type: none">- Plasters and gauze dressings- Scissors- Eye pads/dressings- Bandages in various sizes and shapes- Tweezers and a tick remover- Antibacterial non-alcohol wipes- Disposable sterile gloves- Resuscitation mask- Fresh water – for cleaning wounds/tending burns- Tubi grips for sprains- Thermometer- First aid manual & details on common childhood illnesses	<ul style="list-style-type: none">- Blanket- Fully charged mobile phone- OS grid ref/postcode of site for emergency services- Medical details of participants (inc adults) and child register- Incident/accident report forms- Tarp or shelter for wet weather- Spare clothes – outer and under garments to suit the season.- Drinking water- Spare snacks

Accident/incident recording

- Incidents, near misses and accidents must be written up on a form, forms are stored in the welfare bag. Any sheet of paper can be used in the event that there are no forms.
- Give completed forms to the leader to check and to handover to the parent.
- **In case of any incident involving injury to head, the parent is notified by message or phone call immediately. A head injury letter is sent digitally to the parents, or a hard copy is handed over when they collect (Copies kept in the red bag).**
- **A monthly review of accidents is done and signed by the manager**
- If you are unsure if an incident requires a form please confirm with the leader. As a guide:

<p>Form required:</p> <p>Any incident involving impact to head (however minor) Fall from height Deep cuts, large grazes, lacerations Anything involving moderate or higher blood loss Large bruises Infected wounds Poisoning/suspected poisoning Fainting, dizziness Severe nausea, vomiting Moderate to severe headaches Sprains, strains, swollen limbs/joints Behavioural incident involving aggression, physical harm, bullying or hazardous behaviour (e.g. throwing a heavy item, with or without intent, refusing to follow instructions to detriment of their own/others safety)* Any incident involving restraint by an adult* Group conflict* Extreme withdrawal, unexplained distress* Any behaviour or incident that give you cause for concern*</p>	<p>No form required:</p> <p>Small plaster for minor cuts Minor knocks & scrapes to legs & arms Minor falling out/conflict Tummy aches Home sickness</p> <p>IF IN ANY DOUBT ALWAYS DISCUSS WITH THE MANAGER AND KEEP AN EYE ON THE CHILD IN CASE SYMPTOM/ISSUE WORSENS</p>
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*Discuss with the leader the appropriate format to write up behavioural incidents

Copy of the Head bump letter:

Dear Parent/carer

Active children use their bodies to jump, run, climb etc. while exploring balance and body-coordination, and sometimes they fall and hurt themselves. Interactions between children can also sometimes cause an accident where someone gets hurt.

If your child has had an injury to the head, even a minor incident, it is important to monitor for any signs or symptoms for the first 24-48 hours.

What you want to be aware of is:

Drowsiness

Vomiting since the incident

Child seems disoriented

Intense headache

High temperature, flushed face

A noticeable change in behaviour, such as irritability

Unequal or dilated pupils

Vision problems since the incident

Weakness or paralysis of one side of the body

A soft area or depression of the scalp,

Blood in the white of the eye

Clear fluid or watery blood leaking from the ear/nose

Noisy breathing becoming slow

If your child starts showing any of these symptoms or you have any concerns, you should seek immediate advice from NHS 24 (phone 111),