



ACCIDENTS AND EMERGENCY POLICY

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided.

We aim to reduce the risk of accidents by:

- Undertaking risk assessments to identify potential hazards in order to assess how such risks can be eliminated or reduced.
- Ensuring that the premises are regularly checked and are not being misused in any way.
- Educating and encouraging all staff, children, and visitors to be aware of their surrounding environment and the possibility of risks.
- Ensuring that all staff understand how to identify hazards and risks.
- Educating children and adults with special needs about the importance of identifying and reporting hazards and risks while on the premises.
- Provide adequate visible notices that warn of potential hazards.
- Provide fire blankets and extinguishers in key risk areas with clear instructions and, if necessary, training for staff and volunteers.
- Provide accessible first aid boxes at designated locations.
- Maintain emergency contact information for each child, adult and staff, including secondary contacts, family doctor, and details of any specific medical or physical conditions (such as seizures, allergies, diabetes) that may require special attention.

Procedure(s) to follow in the event of injuries involving blood or bodily fluids

There is always at least one first aider on site at all times and this person will be the one to deal with the injury.

Should bleeding occur at any time the following points should be followed:

- Put on latex gloves and a disposable apron.
- Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing.
- Dispose of dressing into yellow clinical waste bag.
- Try and keep the person as calm as possible.
- Ensure there are 2 members of staff with the injured party so that if assistance is needed in any way one can always remain with the person.
- Deal with any spillage immediately, using disposable items such as cloths, disposable paper towels, cleaning the area thoroughly using diluted bleach (1part bleach to 10 parts water).

- Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection.
- Ensure all non-injured persons are cared for appropriately about what is happening in a calm and reassuring manner.
- Replace the sterile dressing on the person affected as often as needed, as described in the training.
- All waste should be treated as clinical waste and discarded in the yellow bags provided.
- Hands should be washed and dried thoroughly after the affected person is cared for and any bleeding has stopped.
- If bleeding starts again a new apron and gloves must be put on to prevent infection.
- If you feel medical assistance is required, call 1122 and ask for an ambulance. If they need assistance but not as an emergency inform the parents and advise them to visit their local A&E. If ever in doubt always phone for an ambulance.