

BASK Accidents and First Aid Policy

At **BASK** we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and a range of procedures to ensure that 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

We treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

Accidents

The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident, or was first to find the child where there are no witnesses. They must record it on an Accident Report Form (see appendix 1) and report it to BASK manager immediately. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report Form, informed of any first aid treatment given and asked to sign it as soon as they collect their child

The BASK manager will review accident forms **termly** to check for patterns, e.g. one child having a repeated number of accidents, a particular area in BASK or a particular time of the day when most accidents happen. Any patterns will be investigated by BASK manager/proprietor and all necessary steps to reduce risks should be put in place

The BASK manager will report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))

The Accident File will be kept for at least 21 years and three months

Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately

Where medical treatment is required, the BASK manager will follow the insurance company procedures, which may involve informing them in writing of the accident

BASK manager/registered provider will report any accidents of a serious nature to the Care Inspectorate and the local authority child protection team (where necessary). Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed.

Organisation	Contact Number
Care Inspectorate	01475 729124
Local child protection team	01475 715365
Health and Safety Executive	01475 717171
Inverclyde District Council Environmental Health Department	01475 717171
RIDDOR report form	www.hse.gov.uk/riddor/report.htm

Transporting children to hospital

BASK manager/staff member must:

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) and arrange to meet them at the hospital

Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter

Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together

Inform a member of the manager/proprietor immediately

Remain calm at all times. Children who witness an incident may well be affected by it and may need reassurance. Staff may also require additional support following an serious accident.

First aid

The appointed person(s) responsible for first aid is the manager.

Staff are trained in paediatric first aid and this training is updated every three years.

The first aid boxes are located in: **Kitchen for Kilmacolm and Port Glasgow and ESCORTING BAGS and above filing cabinet for Greenock**

These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid will check the contents of the boxes regularly and replace items that have been used or are out of date.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in first aid boxes.

When children are taken on an outing away from BASK, we will always ensure

they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

Personal protective equipment (PPE)

BASK 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

We may not be aware that any child attending BASK 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 hepatitis or the HIV virus can be transmitted via blood

Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Needle puncture and sharps injury

We recognise that injuries from needles, broken glass and so on 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 wellbeing of all 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.**

Appendix 1 – Accident Report Form

BASK Accident / Incident Form

Date			
Who was involved in the accident/ incident? (Please circle)	Child	Adult	Member of staff
Name of child			
Date of birth			
Date of accident/incident			
Time of accident/incident			
Place accident/ incident occurred			
Explain fully the events leading up to the accident/incident and the accident/ incident			

Action taken	
Is there anything we could do to prevent this happening again?	
Staff signature	
Manager signature	
Parent signature & print name	

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This policy was amended on	Signed on behalf of BASK	Date for review
13 July 2021	Andy McEwing	January 2026

