



Accidents and First Aid Policy

Wales: NMS
5.1, 10.12, 10.14, 24.1

At Wibli Wobli Nursery the safety of all children is paramount and we have measures in place to help to protect children. However, sometimes accidents do unavoidably happen. We follow this policy and procedure to ensure 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.

Accidents

When an accident or incident occurs, we ensure:

- The child is comforted and reassured first
- The extent of the injury is assessed and if necessary, a call is made for medical support and/or an ambulance
- First aid procedures are carried out where necessary, by a trained paediatric first aider
- 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
- The accident or incident is recorded on an accident/incident form and it is reported to the nursery manager. 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 are shown the accident/incident report and informed of any first aid treatment given when collecting the child. They are asked to sign the record of any accidents/incidents to acknowledge the entry
- The nursery manager reviews the accident/incident forms at least monthly for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns are investigated by the nursery manager and all necessary steps to reduce risks are put in place
- The nursery manager reports any serious accidents/incidents 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 is 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 nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident
- The nursery manager will report any accidents of a serious nature to CIW and the local authority child protection team, where necessary, following the guidance set out in serious accidents, injuries and deaths that registered providers must notify to CIW and local child protection agencies Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring. 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.

Location of accident files: **Office**

Contact details:

Organisation	Contact
CIW	0300 7900126
Newport Children and Family Services	01633 656656 info@newport.gov.uk
South East Wales Safeguarding Children Board	0800 328 4432 sewscbadmin@caerphilly.gov.uk
Health and Safety Executive	0300 003 1747
Newport Council Environmental Health Department	01633 656656
RIDDOR report form	http://www.hse.gov.uk/riddor/report.htm

Head injuries

If a child has a head injury in the setting then we will follow the following procedure:

- Comfort, calm and reassure the child
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
- If the skin is not broken we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child
- If the skin is broken then we will follow our first aid training and stem the bleeding



- Call the parent and make them aware of the injury and if they need to collect their child
- Complete the accident form
- Keep the child in a calm and quiet area whilst awaiting collection, where applicable
- We will continue to monitor the child and follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our paediatric first aid training.

Transporting children to hospital procedure

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. We will not attempt to transport the injured child in our own vehicles
- 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 management team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

First aid

The first aid boxes are located in: **office and kitchen**

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

The appointed person responsible for first aid checks the contents of the boxes regularly [at least once a month] and replaces items that have been used or are out of date.

The staff first aid box is kept in the **office**. This is kept out of reach of the children.

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.



The appointed person responsible for first aid is the nurser manager.

All of the staff are trained in paediatric first aid and this training is updated every three years. We comply with the general first aid at work training requirements set out by the Health and Safety Executive in relation to our employees.

All first aid trained staff are listed in every room. When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in paediatric first aid. A first aid box is taken on all outings, along with any medication that needs to be administered in an emergency including inhalers etc.

Food Safety and play

Children are supervised during meal times and food is adequately cut up to reduce the risk of choking. The use of food as a play material is discouraged. However, as we understand that learning experiences are provided through exploring different malleable materials the following may be used. These are risk assessed and presented differently to the way it would be presented for eating e.g. in trays,

- Playdough
- Cornflour
- Dried pasta, rice and pulses.

Food items may also be incorporated into the role play area to enrich the learning experiences for children, e.g. Fruits and Vegetables. Children will be fully supervised during these activities. Food that could cause a choking hazard including raw jelly is not used.

Personal protective equipment (PPE)

The nursery 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 the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

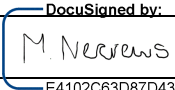
- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood
- Wear disposable gloves, disposable aprons and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 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 well-being of the 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.

At Wibli Wobli Nursery 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. This policy is updated at least annually in consultation with staff and parents and/or after a serious accident or incident.

This policy was adopted on	Signed on behalf of the nursery	Date for review
23/6/2023	DocuSigned by:  E4102C63D87D431...	June 2024



Polisi Damweiniau a Chymorth Cyntaf

Cymru:SGC
5.1, 10.12, 10.14, 24.1

Ym Meithrinfa Wibli Wobli mae diogelwch plant yn oll bwysig ac mae mesurau mewn lle i helpu i amddiffyn plant. Fodd bynnag, weithiau mae damweiniau yn digwydd na ellir eu hosgoi. Rydym yn dilyn y polisi a'r weithdrefn hon i sicrhau bod pob parti yn cael ei gefnogi ac yn derbyn gofal pan fydd damweiniau neu ddigwyddiadau'n cymryd lle; a bod amgylchiadau'r ddamwain neu'r digwyddiad yn cael eu hadolygu gyda golwg ar leihau unrhyw risgiau yn y dyfodol.

Damweiniau

Pan fo damwain neu ddigwyddiad yn cymryd lle, rydym yn sicrhau:

- Bod y plentyn cael ei gysuro yn gyntaf
- Bod asesiad yn cael ei wneud o'r anaf ac os oes angen, bydd cefnogaeth feddygol a/neu ambiwlans yn cael eu galw
- Bydd camau cymorth cyntaf yn cael eu cario allan pan fo angen, gan berson sydd wedi derbyn hyfforddiant cymorth cyntaf pediatrig.
- Y person sy'n gyfrifol am adrodd am ddamweiniau, digwyddiadau neu ddamweiniau fu bron â digwydd yw'r aelod o staff a welodd y digwyddiad neu a oedd yn gyntaf i ddod o hyd i'r plentyn lle nad oes tystion.
- Bydd y ddamwain neu'r digwyddiad yn cael ei gofnodi ar Ffurflen Ddamwain/Digwyddiad ac yn cael ei adrodd i reolwr y feithrinfa. Gall staff eraill sydd wedi bod yn dyst i'r ddamwain hefyd gydlofnodi'r ffurflen ac mewn achosion mwy difrifol darparu datganiad. Dylid gwneud hyn cyn gynted ag y delir â'r ddamwain, tra bod y manylion yn dal i gael eu cofio'n glir.
- Rhaid dangos yr Adroddiad Damweiniau i rieni, cael gwybod am unrhyw driniaeth cymorth cyntaf a roddwyd a gofyn iddynt ei llofnodi cyn gynted ag y byddant yn casglu eu plentyn er mwyn cydnabod y cofnod.
- Mae rheolwr y feithrinfa yn adolygu'r ffurflenni damweiniau/digwyddiadau o leiaf unwaith y mis ar gyfer patrymau, e.e. mae un plentyn yn cael nifer o ddamweiniau dro ar ôl tro, ardal benodol yn y feithrinfa neu adeg benodol o'r dydd pan fydd y rhan fwyaf o ddamweiniau'n digwydd. Ymchwili i unrhyw batrymau gan reolwr y feithrinfa a rhoddir yr holl gamau angenrheidiol i leihau risgiau ar waith
- Bydd rheolwr y feithrinfa yn rhoi gwybod i'r person cofrestredig am ddamweiniau difrifol er mwyn iddynt ymchwilio iddynt er mwyn cymryd camau pellach (e.e. asesiad risg llawn



neu adroddiad o dan Reoliadau Adrodd am Anafiadau, Afiechydon a Digwyddiadau Peryglus (RIDDOR))

- Mae'r Ffeil Damweiniau yn cael ei chadw am o leiaf 21 mlynedd a thri mis
- Pan fydd angen sylw meddygol, bydd uwch aelod o staff yn hysbysu'r rhiant (rhieni) cyn gynted â phosibl wrth ofalu am y plentyn yn briodol
- Pan fydd angen triniaeth feddygol, bydd rheolwr y feithrinfa'n dilyn gweithdrefnau'r cwmni yswiriant, a all olygu eu hysbysu yn ysgrifenedig o'r ddamwain
- Bydd rheolwr y feithrinfa cofrestredig yn adrodd ar unrhyw ddamweiniau o natur ddifrifol i AGC a thîm amddiffyn plant yr awdurdod lleol, lle bo angen, gan ddilyn y canllawiau a nodwyd am natur y damweiniau difrifol, anafiadau a marwolaethau y mae'n rhaid i ddarparwyr cofrestredig eu hysbysu i AGC ac asiantaethau diogelu plant lleol. Rhaid eu hysbysu cyn gynted ag y bo'n rhesymol ymarferol, ond beth bynnag o fewn 14 diwrnod i'r digwyddiad. Lle bo hynny'n berthnasol, bydd damweiniau o'r fath hefyd yn cael eu hadrodd i adran iechyd yr amgylchedd yr awdurdod lleol neu'r Awdurdod Gweithredol Iechyd a Diogelwch a dilynir eu cyngor.

Lleoliad ffeiliau damweiniau: **Swyddfa**

Manylion cyswllt:

Sefydliad	Cyswllt
AGC	0300 7900126
Gwasanaethau Plant Casnewydd	01633 656656 Info@newport.gov.uk
Bwrdd Diogelu Plant De Ddwyrain Cymru	Sewscbadmin@caerphilly.gov.uk
Ganolfan Cyswllt Digwyddiadau	0300 003 1747
Adran iechyd yr amgylchedd awdurdodau lleol	01633 656656
RIDDOR – ffurflen adrodd a chofnodi	http://www.hse.gov.uk/riddor/report.htm

Anafiadau i'r pen

Os bydd plentyn yn cael anaf i'w ben yn y lleoliad, byddwn yn dilyn y drefn ganlynol:

- Cysuro, tawelu a rhoi sicrwydd i'r plentyn



- Asesu cyflwr y plentyn i ganfod a oes angen ysbyty neu ambiwlans. Byddwn yn dilyn ein gweithdrefn ar gyfer hyn os bydd angen (gweler isod)
- Os nad yw'r croen wedi torri, byddwn yn gweinyddu cywasgu oer am gyfnodau byr, wedi'i ailadrodd nes i'r rhiant gyrraedd i gasglu eu plentyn
- Os torrir y croen yna byddwn yn dilyn ein hyfforddiant cymorth cyntaf ac yn atal y gwaedu
- Ffonio'r rhiant a'u gwneud yn ymwybodol o'r anaf ac os oes angen iddynt gasglu'r plentyn.
- Llenwi'r ffurflen ddamwain
- Cadw'r plentyn mewn man tawel tra'n aros i gael ei gasglu, pan fo'n berthnasol
- Byddwn yn parhau i fonitro'r plentyn a dilyn y Cyngor ar wefan y GIG ar unrhyw anaf i'r pen <https://www.nhs.uk/conditions/minor-head-injury/>
- Ar gyfer anafiadau difrifol i'r pen byddwn yn dilyn ein hyfforddiant cymorth cyntaf pediatreg.

Cludo plant i'r ysbyty

Rhaid i reolwr y feithrinfa/aelod o'r staff:

- Alw am ambiwlans ar unwaith os yw'r anaf yn ddifrifol. Ni fyddwn yn ceisio cludo'r plentyn sydd wedi anafu yn eich cerbyd ein hun
- Wrth aros am yr ambiwlans, cysylltwch â'r rhiant/rhieni a threfnwch i gwrdd â nhw yn yr ysbyty
- Trefnwch fod yr aelod staff mwyaf priodol yn mynd gyda'r plentyn gan fynd â'r wybodaeth berthnasol gydag ef, megis ffurflenni cofrestru, taflenni meddyginiaeth perthnasol, meddyginiaeth a chysurwr y plentyn.
- Adleoli staff os oes angen er mwyn sicrhau bod staff yn cael eu defnyddio'n ddigonol i ofalu am y plant sy'n weddill. Gall hyn olygu grwpio'r plant dros dro gyda'i gilydd
- Rhoi gwybod i aelod o'r tîm rheoli ar unwaith
- Cadw'n ddigynnwrf bob amser. Gall plant sy'n dyst i ddigwyddiad gael eu heffeithio ganddo ac efallai y bydd angen llawer o gwtshus a chysur. Efallai y bydd angen cymorth ychwanegol ar staff hefyd yn dilyn y ddamwain.

Cymorth Cyntaf

Mae'r blychau cymorth cyntaf wedi'u lleoli yn: **Swyddfa a Chegin**

Mae'r rhain yn hawdd mynd atynt pob amser ac â chynnwys priodol i'w ddefnyddio gyda phlant.

Mae'r person penodedig sy'n gyfrifol am gymorth cyntaf yn gwirio cynnwys y blychau yn rheolaidd



[o leiaf unwaith y mis] ac yn gwneud i ffwrdd gydag eitemau sydd wedi cael eu defnyddio neu sydd wedi dyddio.

Cedwir blwch cymorth cyntaf y staff yn y **Swyddfa**. Cedwir hwn allan o gyrraedd y plant.

Ni ddylai blychau cymorth cyntaf ond gynnwys eitemau a ganiateir gan Ddeddf Rheoliadau Iechyd a Diogelwch (Cymorth Cyntaf) 1981, fel gorchuddion di-haint, rhwymynnau a phadiau llygaid. Ni ddylid cadw unrhyw eitemau meddygol eraill, fel parasetamol.

Y person (au) penodedig sy'n gyfrifol am gymorth cyntaf yw rheolwr y feithrinfa.

Pawb staff wedi'u hyfforddi mewn cymorth cyntaf pediatrig ac mae'r hyfforddiant hwn yn cael ei ddiweddarau bob tair blynedd. Rydym yn cydymffurfio gyda gofynion cymorth cyntaf yn y gweithle cyffredinol yn unol â'r Gweithgor Iechyd a Diogelwch mewn perthynas â'n staff.

Mae pob aelod o staff cymorth cyntaf wedi'u rhestru ym mhob ystafell. Pan fydd plant yn mynd ar daith allan o'n meithrinfa, byddwn bob amser yn sicrhau bod o leiaf un aelod o staff sydd wedi'u hyfforddi mewn cymorth cyntaf pediatrig yn dod gyda nhw. Cymerir boccs cymorth cyntaf ar bob taith, ynghyd ag unrhyw feddyginiaeth sydd angen ei weinyddu mewn argyfwng gan gynnwys anadlyddion ac ati.

Diogelwch Bwyd a chwarae

Goruchwylir y plant yn ystod amser bwyd ac mae bwyd wedi'i dorri'n ddigonol i leihau risg tagu. Nid yw'r defnydd o fwyd fel deunydd chwarae yn cael ei annog. Fodd bynnag, wrth i ni ddeall bod profiadau dysgu yn cael eu darparu trwy archwilio gwahanol ddeunyddiau hydrin gellir defnyddio'r canlynol. Caiff y rhain eu hasesu o ran risg a'u cyflwyno'n wahanol i'r ffordd y byddai'n cael ei gyflwyno i'w fwyta e.e. ar hambyrddau,

- Toes
- Blawd corn
- Pasta, reis a chorbyns wedi'u sychu.

Gellir hefyd ymgorffori eitemau bwyd yn yr ardal chwarae rôl i gyfoethogi'r profiadau dysgu i blant, e.e. Ffrwythau a Llysiau. Bydd plant yn cael eu goruchwyllo yn llawn yn ystod y gweithgareddau hyn. Ni fydd bwydydd sy'n gallu achosi perygl tagu gan gynnwys jeli amrwd yn cael eu defnyddio.

Cyfarpar diogelu personol (PPE)

Mae'r feithrinfa yn darparu PPE i staff yn ôl angen y dasg neu'r gweithgaredd. Rhaid i staff wisgo PPE i amddiffyn eu hunain a'r plant yn ystod tasgau sy'n golygu cysylltu â hylifau'r corff. Darperir PPE hefyd ar gyfer tasgau domestig. Ymgynghorir â staff wrth ddewis PPE i sicrhau bod pob alergedd ac anghenion unigol yn cael eu cefnogi a bod hyn yn cael ei werthuso'n barhaus.



Delio â gwaed

Efallai na fyddwn yn ymwybodol bod gan unrhyw blentyn sy'n mynychu'r feithrinfa gyflwr y gellir ei drosglwyddo trwy waed. Rhaid i unrhyw aelod o staff sy'n delio â gwaed:

- Gymryd gofal bob amser wrth lanhau clwyfau oherwydd gall rhai cyflyrau megis hepatitis neu'r firws HIV gael eu trosglwyddo drwy waed
- Gwisgwch fenig tafladwy, ffedog tafladwy a golchwch unrhyw ollyngiadau gwaed gyda llieiniau tafladwy, hylif sterileiddio wedi'i wanhau'n ffres (un rhan wedi'i wanhau â 10 rhan dŵr). Rhaid gwaredu ar unrhyw hylif glanhau o'r math yma, wedi i chi ei ddefnyddio.

Anafiadau gyda nodwyddau ac anafiadau gan offer miniog

Rydym yn cydnabod y gall anafiadau o nodwyddau, gwydr wedi torri ac yn y blaen arwain at heintiau a gludir yn y gwaed a bod yn rhaid i staff fod yn ofalus iawn wrth gasglu a gwaredu'r math hwn o ddeunydd. Ar gyfer diogelwch a lles y gweithwyr, rhaid i unrhyw aelod o staff sy'n delio â nodwyddau, gwydr wedi torri ac ati eu trin fel gwastraff halogedig. Os canfyddir nodwydd mae'n rhaid cysylltu â'r awdurdod lleol i ddelio â'i warediad.

Ym Meithrinfa Wibli Wobli rydym yn trin ein cyfrifoldebau a'n rhwymedigaethau mewn perthynas ag iechyd a diogelwch fel blaenoriaeth ac rydym yn darparu hyfforddiant parhaus i bob aelod o staff sy'n adlewyrchu arfer gorau ac sy'n unol â deddfwriaeth iechyd a diogelwch cyfredol.

Mae'r polisi hwn yn cael ei ddiweddarau o leiaf unwaith y flwyddyn mewn ymgynghoriad â staff a rhieni a/neu ar ôl damwain neu ddigwyddiad difrifol.

Mabwysiadwyd y polisi hwn ar:	Arwyddwyd ar ran y feithrinfa	Dyddiad adolygu
23/6/2023	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small> M. Neerews <small>E4102C63D87D431...</small> </div>	Mehefin 2024