

# NURSERIES: Accident, Fire, Security & Contingency Plan

## POLICY AND PROCEDURE

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## 1 POLICY STATEMENT

## 2 ACCIDENTS & INCIDENTS

University Sussex Hospitals NHS Foundation Trust nurseries have robust risk assessment systems in place to keep children safe whilst in our care. Though great care is taken to prevent an injury to children and staff it is accepted that the likelihood of an accident occurring will happen on occasion. This policy sets out the procedures put in place to manage accidents and injuries within and out of our premises.

- 2.1 The Nurseries provides a safe environment for your child. There are fully equipped first aid boxes throughout the building and all staff has knowledge of first aid and its application.
- 2.2 Every reasonable precaution is taken to ensure that accidents do not occur but occasional mishaps do happen. Children can acquire such injuries as scratches and bumps. Unfortunately bites can also occur as children learn to socialise with each other and extend their sharing skills.
- 2.3 When dealing with children's cuts and bodily fluids staff use gloves and relevant first aid materials. The cleaning materials used of the area affected are disinfectant wipes and detergent sprays. Materials such as gloves and wipes are disposed of in a yellow/orange clinical bag and then placed in the yellow bin within the sluice or bathroom areas in the nursery building. These bags are collected once or twice per day by the House-keeping Staff.
- 2.4 Parents and carers are informed of any accident or incident and will be asked to sign a record of this on an Accident or Incident form sheet.
- 2.5 The Accident or Incident Document will indicate the time, place, nature and treatment along with witness signatures of the staff who dealt with it.
- 2.6 Frequent Incidents or Accidents that have occurred, involving recipient or caused by an individual will be recorded on a Chronology of Significant Events form. This will be regularly reviewed by the Key Person or Room Leader and the Nursery Manager and will be discussed with the Parents/carer of those individuals.
- 2.7 Should a pattern of frequent Accident/ Incidents occur from an individual or a playroom the Nursery Manager will arrange a meeting with staff and parents and gain advice from other outside professionals i.e. Local Education Authority Early Years Advisor or Early Help Hubs
- 2.8 In the event that the main care or the emergency contact listed on the admission form cannot be contacted a senior member of staff will take your child to the nearest Accident and Emergency department (where possible an additional member of staff will accompany them). Remaining staff member will endeavour to make contact with parent, carer or additional emergency contact.
- 2.9 On admission to the nursery a consent form is required to be completed by the parent or carer for emergency treatment permission for the child.

- 2.10 Parents or carers will be notified immediately of any accident or incident that may be deemed 'significant' or require medical treatment. A medical report will be completed if your child requires medical treatment, a copy of which will be given to you on request.
- 2.11 On outings staff ensures that they have First Aid box with all necessary equipment. Whilst on an outing staff ensures they have all relevant contacts details (please see UHSussex Nurseries Outing Policy).
- 2.12 All staff will attend the UHSussex NHS FT annual mandatory 'Paediatric Resuscitation and Choking' training. There will also be named 'First Aiders' for the setting who has undertaken the full and relevant 3 years Paediatric training.
- 2.13 Parents and carers will be notified of any signs and symptoms if their child should have a serious Accident or Incident for example Head injury or serious fall.
- 2.14 The Emergency Ambulance Services are called on 999 or/and 2222, UH Sussex NHS FT Cardiac Arrest Team.
- 2.15 The 'child' will be assessed and two members of staff (where possible) will be present at all times with the child ensuring they are as comfortable as possible and is closely observed.
- 2.16 Management or senior staff will be informed. The nursery manager, deputy or senior staff member will be with the child and later investigate the accident.
- 2.17 In the first instance we would ask for a parent or carer to take their child to A&E, however if the injury or child's medical condition is urgent than we will contact the parent or carer of the child and would asked to meet at the A&E department.
- 2.18 On arrival of the ambulance one/two members of staff would travel with the child and stay in A&E department until the parent or carer is present.
- 2.19 An incident DATIX form will be completed and sent to Risk Assessment within the UHSussex NHS FT. The nursery manager or deputy will begin gathering information. The Childcare Services Manager will be informed and will support the Nursery Manager with the investigation.
- 2.20 Ofsted would be informed promptly within their rules of reporting serious incidents.
- 2.21 Accident/Incident Prior To Nursery Attendance: Parent or carer will be asked to complete and sign an incident record if the child arrives at the nursery with existing injury. Depending on the nature and length of time of the injury the child the Nursery Management team may refuse nursery attendance. Significant injuries such as a fracture the Parent/Carer will be asked to complete a Health Care Plan and a Disclaimer.

### 3 FIRE PROCEDURES

If you notice a fire or smoke, raise the alarm by breaking the nearest alarm glass.

Stay as calm as possible and in an orderly manner escort the children to the assembly point:

A) In the Nursery Garden

B) If the fire is in the vicinity then the Car Park (PRH) Far Garden (RSCH).

- 3.1 If nursery staffs are reasonably able to, are to close windows and doors in their area.
- 3.2 Nursery staff are not to collect their own or the children's personal belongings.
- 3.3 At assembly point a headcount will be made checking all children against the registers.
- 3.4 Both nurseries have trained staffs that are 'Fire Wardens'.
- 3.5 The nursery manager, deputy manager or fire wardens on duty will check all toilet areas and ensure that all the doors are closed.
- 3.6 A member of staff on duty will phone for the emergency services 999 and if possible the hospital switchboard.
- 3.7 The member of staff will also collect the information box file from the office which holds all parents contact numbers, also the signing in registers.
- 3.8 The staff and children from ALL ROOMS will collect at point A or point B depending on fire. If the Ladybird room (Sussex House Nursery) is unable to vacate to the garden they will exit by the fire exit door and will position themselves at the front of the Sussex House building.

- 3.9 UHSussex nurseries 'baby rooms' have fire evacuation cots which transports 6 babies' and takes approximately 2 minutes to vacate.
- 3.10 Fire evacuation procedure is practised once per term; however this may be more frequent if there is new staff member, student or volunteer.
- 3.11 University Hospitals Sussex NHS FT have weekly fire alarm testing; Monday at both RSCH and PRH.
- 3.12 Training is given to staff annually to create awareness of safety in the event of a fire.
- 3.13 If any parents, carers or visitors are present they will be advised to assemble in the appropriate assembly point with their child and requested not leave the area until it is deemed safe for them to do so.
- 3.14 Before entering the building the senior member of staff or fire warden will check with the Fire Services or UHSussex Fire Officer to confirm that it is safe to return back to the nursery.
- 3.15 During lunch breaks or outings staff must sign themselves and the children if applicable out of the registers and sign back in on their return. Visitors must sign the visitor's book on arrival and departure. Fire procedures and the location of fire equipment are discussed with students, volunteers and new staff on the first day of attendance.
- 3.16 Smoke alarms have been fitted in each room of the nursery
- 3.17 At no time will smoking be allowed in the nursery or nearby vicinity.
- 3.18 The Nursery Manager and UHSussex Fire Safety Officer will make regular checks re: access and easy opening of fire exits and evacuation procedures. Fire equipment is checked regularly by Fire Officers.

#### **4 CONTINGENCY PLAN FOR MAJOR EVACUATION**

This policy recognises the need to have a safe and effective method to facilitate a safe evacuation of the nurseries and the delivery of all the children to an identified holding area; Wendy House Nursery (PRH) at the Downsmere building, Sussex House Nursery (RSCH) is the Children's Hospital, Eastern Road.

- 4.1 The senior member of staff will ensure that the Parent Information Box File is removed from the Office with all the parents contact details.
- 4.2 Each playroom will be responsible for their registers which will also have the relevant contact details for the day.
- 4.3 In the event of having to be evacuated for a sustained period of time it will be necessary to move the entire group of children to a safe location in the shortest possible time. It has been negotiated those named locations in the event of this type of incident, with suitability appropriate for the nursery children until collection.
- 4.4 Once the usual evacuation drills have been completed at the nursery, the senior person in charge will make the decision in conjunction with other senior staff/emergency services whether or not re-entry to the building will be possible in a reasonable amount of time.
- 4.5 All appropriate information would also be given to parent or carer by the hospital reception staff or hospital switchboard.
- 4.6 Due to the number of children that would require supervision assistance during a major evacuation, nursery staff may need the support from other UHSussex evacuated employees and will be used as "hand holders" under the direct supervision of the nursery staff. Under no circumstances would a child be left alone without a member of staff close by. In this emergency the ratio to children would be higher to ensure evacuation is quickly accomplished.
- 4.7 The nursery children will be walk or carried calmly. For 'babies' it could be deemed appropriate to taken by the evacuation cot or pushchairs.
- 4.8 It is considered that the collection of the children may be delayed if parents/carers are in strategic positions or offsite; in which they will remain under the care of nursery staff until they can be collected.
- 4.9 Parents or carers would be contacted either by the nursery management team or senior staff member of the situation and would be requested to come and collect their child. In extreme emergency the nursery staff would be present to care for the nursery children until they are collected.

## 5 SECURITY PROCEDURES

Security in the University Hospitals Sussex nurseries is high priority. Entrance to the nursery is only gained through a secured door into the nursery, upon ringing the doorbell or intercom system.

On collection and departure it is requested that the parent or carer should sign in and out the child, providing details of times, contact details and a signature.

If a parent or carer is unable to collect the child they are asked to give a full description of the person; who would be asked to provide ID and/or a password.

**The nursery will not allow the child to leave the premises unless suitable proof is provided or contact is made to the parent or carer.** (ref: UHSussex Nurseries Safeguarding and Child Protection Policy, Parental Responsibility Policy)

All strangers are challenged:

- 5.1 The door will not be opened if a member of staff is unaware of the identity of the person.
- 5.2 Staff will inform senior staff/management to approach stranger.
- 5.3 ID will be required and reason for access.
- 5.4 No person can access the premises to see a child without staff's prior knowledge from parent and carer or accompanied by the parent or carer.
- 5.5 A member of staff will always accompany any adult on the premise that has not been policed checked such as visitors, students and trades people.
- 5.6 If the nurseries are to use agency staff they must be DBS checked. Agencies staffs are not left with children unsupervised and are not expected to do personal care unless they are regular attendees and familiar with the children.
- 5.7 The children's garden has a high fence and a locked gate on the perimeter of the gardens to prevent entrance from outsiders. Sussex House Nursery has an additional gate with padlock which divides the smaller garden to the larger grassed area this is unlocked during operational hours to ensure a safe and efficient evacuation process.
- 5.8 All parents, carers, visitors and trades persons are reminded not to allow anyone into the nursery. There are signs displayed in the entrance area.
- 5.9 Parents, carers and visitors should always ask a member of staff to be let out of the premises so that the door remains locked.
- 5.10 Nursery staffs have the right to refuse access at all times if unaware of the person and reason for accessing the premises.

Nursery staff will adhere to the following procedures:

- 5.11 Staff to wear nursery uniform at all times whilst on the premises or during outings with the exception of staff training days and special events for example Christmas parties, celebrations and fundraising events.
- 5.12 Where possible have I.D. badge available to display if asked.
- 5.13 To challenge unknown persons at the front door: Name, I.D., purpose of visit.
- 5.14 Any persons requesting to see a child must have prior permission from parent, carer or guardian.
- 5.15 If unsure of prior consent contact the parent, carer or guardian. Insist they have to speak to management team
- 5.16 Information regarding a child should not be given without prior consent from parent, carer or guardian.
- 5.17 Any persons requesting to take a child must have prior permission from parent, carer or guardian
- 5.18 In the event of no prior information about persons collecting has been given in than the parent, carer or guardian can notify the nursery and the use the password system.
- 5.19 No child leaves the premises with any persons without prior consent.

- 5.20 All incidents that cause suspicion or the use of the security procedure must be reported to management team.
- 5.21 The main garden gate must be locked at all times. If a contractor or UHSussex Estates/Maintenance are in the garden all staff should be informed.
- 5.22 Any suspicious person or persons seen near the nursery premises must be reported to management team
- 5.23 Staff should ensure they sign in and out of staff registration book
- 5.24 Staff should ensure that parents or carer sign the register on arrival and departure
- 5.25 Children's register sheets should also have children's departure times
- 5.26 Any visitors/ trades person that are on the premises longer than 10 minutes should sign the visitors register and all staff should be notified of their presence

## 6 ADVERSE WEATHER CONDITIONS

University Hospital Sussex nurseries recognise that on very rare occasions the service may have to make further operational plans especially in adverse weather such as snow. We will make every effort to keep the nurseries open in the event with as little disruption as possible. In cases of extreme weather conditions the nurseries may not be able to operate to its usual opening times. A decision will be made by the Childcare Services Manager in conjunction with the Director of Human Resources, and this will take into account the safety of the children, parents/carers and the staff.

We will endeavour to keep to OFSTED requirements for ratios, however in the exceptional circumstance this is breached the nursery manager will document this within the Ofsted File.

The nurseries will:

- 6.1 Review the registers of attendance.
- 6.2 Arrange for staffing that live closest to the nursery to open/close premises.
- 6.3 If a member of staff is unable to attend their usual place of work they would be expected to attend the other nursery if closer to them.
- 6.4 If ratios cannot be maintained or if we feel that safety and health or welfare of the children is compromised, then we will take the decision to close the nurseries. If this is the case, then the nursery manager or deputy will telephone parents as soon as possible.
- 6.5 If adverse weather is forecasted during the day, then the Childcare Service manager will speak to the Director of Human Resources and a decision will be made as to whether to close the nurseries early and parents will be contacted to arrange early collection of their children.
- 6.6 Nursery staffs are expected to get to work, regardless of how they normally travel, however ensuring that they do not put themselves at any unnecessary risk when trying to attend work.
- 6.7 Staff who are unable to attend work or delayed by severe weather conditions must contact the manager as soon as possible. The manager and service manager alongside the HR services will decide on a case-by-case basis whether it is appropriate for employee to use annual leave / TOIL or leave work early regarding distance from home or mode of transport.
- 6.8 Staff should telephone the nursery manager or deputy to discuss any travel difficulties that they may be experiencing or if they anticipate that they are going to be late for work.
- 6.9 If staffs are absent due to adverse weather conditions than they need to keep in regular contact with the nursery manager throughout their absence to discuss actions in preparing to return to work. It is the expectation that staff return to work at the earliest point.
- 6.10 Nursery managers and staff should refer to the Trust Policy.

## 7 ASSOCIATED POLICIES AND PROCEDURES

- UHSussex Nurseries Clothing Policy
- UHSussex Nursery Staff Uniform and Dress Code Policy

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Written Amendments 05/08/2021	Tracey Gregory, Childcare Services Manager
Reviewed Amendments 06/08/2021	Mrs Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital Mrs Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital
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Written 12/10/2017	Tracey Gregory, Childcare Services Manager
Reviewed 12/10/2017	Mrs Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital Mrs Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital
Notes	