



Dealing with bodily fluids

At **all** times staff must wear protective clothing (disposable aprons and gloves)

1. If able to be moved the child is to be taken into the office area, and manager/deputy will be notified
2. A record of the accident will be recorded in the Accident book, (one staff member to deal with the child, whilst the other staff member(s) logs the accident, ensuring the area is safe and all children are kept away from the area.)
3. She/he will then assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for a parent/main carer
 - **If the child needs to go straight to hospital** an ambulance will be called. Then the parent/main carer will be contacted and arrangements will be made to meet parent/main carer at the hospital. The Manager/deputy will accompany the child to the hospital, making sure the child's records and consent forms are present
 - If the child can wait for the parent/main carer to come, then the parent/main carer will be contacted and the child will be made as comfortable as possible, a member of staff will remain with the child until parent/main carer arrives. It will then be for the parent/main carer to decide whether to go to the hospital or visit the family GP.

Procedure for when dealing with blood/body fluids

All blood spills/body fluid spills MUST be treated as if they are contaminated with the HIV virus.

1. If an accident occurs, Gloves must be put on **before** administering first aid to anyone
2. Keep all children/ adults away from the site of any blood/body fluid spillage until it is cleaned up.
3. Deal with the accident, i.e administer first aid to injured/sick person.
4. Clean up body fluid spillage. A '**body fluid spillage kit**' is kept with all first-aid kits in each classroom. When you have cleared away all the mess put all the soiled cloths, and powders and your gloves in the biohazard supplied with the Body spill kit and dispose in the bin outside.
5. Wash your hands and use hand sanitizer provided
6. Cover all cuts and grazes. (both children and staff. Be aware that some children may be allergic to ordinary sticking plasters)

Remember: We do not know if anyone is HIV positive or not – it is best to treat every incident of blood/bodily fluid spillage as if it could be infected with the HIV virus.

The Colour Box Montessori Nursery School endeavours to train all staff members in First Aid.

All our Policies & Procedures are crafted to ensure the highest possible standards at our setting and will be reviewed every 3 years or sooner, if necessary, in light of specific events or relevant statutory changes.