



## Accidents and First Aid Policy

All members of staff at Beckside Pre-School & Nursery are required to hold a Paediatric First Aid Certificate will be on the premises or on an outing at any one time.

At least one member of staff with current Paediatric First Aid will be on the premises or on an outing at any one time. Paediatric First Aid qualifications will be appropriate to caring for infants and young children and approved by the Local Authority (as listed in the Lincolnshire Early Years Training directory).

Beckside Pre-School & Nursery has valid Public and Employer's Liability Insurance cover.

### Accidents and Incidents

In order to deal with accidents and incidents we will ensure that:

- The first aid kit complies with the Health and Safety (First Aid) Regulations 1981.
- The first aid kit is regularly checked by a designated person. The designated person is: Jayne Ellis
- The first aid kit is clearly marked and is easily accessible to adults and out of reach of children.
- The first aid kit is located: in the Toddler Room in drawer under sink unit
- An accident/incident record form (to record any accident, injuries and first aid treatment) is on the premises at all times and is easily accessible to enable a written record to be completed
- All accidents no matter how minor even if no wound shows will be recorded on the accident record form
- The accident/incident record form is completed as required with the date, time, details of the accident/incident, who it was witnessed by first aid treatment administered and by whom and witness signature. Parents/Carers are informed of any accident or injury sustained by a child on the same day, as, or as soon as reasonably practicably after, and of any first aid treatment given. The parent/carer will be asked to sign the accident/incident record form on the day the accident occurred to acknowledge that they have been informed.
- Staff members are aware of the location of the first aid kit, the named first aiders on duty and procedures for reporting and the recording of accidents. Certificates are to be displayed in the setting.
- Ensure that first aiders have an appropriate qualification, training is up to date and remains competent to perform their role
- Parents/carers have signed the appropriate emergency medical treatment consent form upon registering their child to the setting
- Medical advice/assistance is sought (GP or Hospital) where necessary.
- All staff are aware of their responsibility to ensure a safe environment and the reporting of any health and safety issues in line with the setting's health and safety policy

- The accident/incident form will be stored appropriately and will be reviewed regularly by the setting's owner/manager to monitor trends and identify any areas within the environment that needs to be subjected to further risk assessments

### **Accident and First Aid Procedures**

In the event of an accident in the setting staff will:

- Reassure and comfort the child
- Assess the extent of the child's injuries and administer first aid treatment, if necessary medical assistance will be obtained (doctor or ambulance)
- Inform the parent/carer of any accident or injury sustained by their child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.
- Complete the accident/incident record form with all required information, including names of any witnesses
- Parent/Carer upon collecting their child, will be asked to read the information detailed on the accident/incident form and sign to acknowledge

#### **In the case of a head injury:**

- the parent will be called, and the child's will be condition monitored throughout the day
- The name of any other child involved in an accident/incident report will remain confidential.

**If the accident/incident requires any emergency medical treatment the setting while in their care will:**

Complete a full incident record

- Inform Ofsted (EYFS 3.52: Registered providers must notify Ofsted or the childminder agency with which they are registered of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.)
- Inform the insurance company
- Report to Health and Safety executive (RIDDOR)

**In the event of an accident at home**

- Parents must inform staff of any accident at home and complete and sign the Accident at Home Form
- If staff see evidence of injury on a child that has not occurred in the setting and has not been reported to any member of staff, parents will be asked for information on the incident and asked to complete and sign the Accident at Home form.

### **Duty to safeguard children**

- If staff are concerned that injuries sustained at home are not consistent with parental explanations, they will seek advice from Lincolnshire Children's Services, Customer Service Centre in accordance with requirements to safeguard children (see the setting's Child Protection and Safeguarding Policy).

*This policy has been adopted by Beckside Pre-School & Nursery*

Date: December 2021

Review Date: December 2022

### **Childcare: reporting children's accidents and injuries**

Find out whether you need to tell Ofsted about an accident, injury or illness a child suffers while in your care. <https://www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries>