Accidents and First Aid Policy

The EYFS requires that at least one person has a current paediatric first aid certificate and is on the premises and available at all times when children are present. A paediatric first aider should accompany children on outings. Beckside Pre-School & Nursery takes into account, via their first aid needs assessment, the number of children, staff and layout of the premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

The first aid certificate is a full course consistent with the criteria set out in annex A in the EYFS. Paediatric first aid training is renewed every 3 years and is 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.
- Each play room has a first aid kit
- An online accident/incident record form is used online in the Famly app. (to record any accident/incident, injuries and any first aid treatment) and a device to record this is on the premises at all times.
- An online accident/incident record form is completed as required with the date, time, details of the accident/incident, who witnessed it and any first aid treatment administered and by whom.
- Parents/carers are informed of any accident/incident on the same day, or as soon as reasonably practicably after, and of any first aid treatment given.
- The parent/carer is asked to digitally sign the online accident/incident record form in the setting on the setting's device on the day the accident/incident occurred to acknowledge the details of the accident. If someone other than the parent/carer is collecting the child, they will be asked to digitally sign the accident/incident form on the parent's behalf. In this instance, it may be necessary to inform the parent/carer of the accident/incident by telephone, prior to collection or in other cases.
- A notification is issued through the Famly app to the parent/carers account, with the details of the accident/incident and the form they have signed. A copy of the form is retained online in the setting's Famly account and as per retention period for children's records.
- Staff members are aware of the location of the first aid kits, the named first aiders on duty and procedures for reporting and the recording of accidents. Details of first aiders are provided on our Meet our staff page on our website. Paediatric First Aid Certificates are available in the staff file and available to view on request.
- Famly online forms are used to record an accident/incident that happened at home

- 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 electronically stored using the Famly app. A simple overview of accidents can be tracked in the Famly app which includes: what led to the incident, the first aid administered, the time of the accident, the time it was signed off, who approved it and who signed it off. Tracking helps us to 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

- Staff will speak to the DSL/DDSL should there be concerns about a pre-existing injury.

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

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Review Frequency: Annually or following changes to legislation, statutory guidance, safeguarding requirements or nursery procedures.