



First Aid and Reporting of Accidents Policy

Legal Framework

Fire Safety Order 2005, 2010

Health and Safety at Work Act 1974, 1999

Health and Safety Regulations 1996, 2013

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR), 2013

EYFS Welfare Requirement: Suitable premises, environment and equipment

National Standards: Standard 6 – Safety Statutory Framework for the EYFS April 2017

Name of Responsible Person: All Staff

At Little Meadows Nursery we understand that all children will have small accidents throughout the course of the day and learning to cope with these is an essential part of the learning process and of growing up. This approach is shared with parents and every effort is made to manage any fears they may have. This is done by ensuring all bumps, falls, knocks, scratches or bites are recorded on an accident form along with any action taken. This information is then shared with the parent when they collect their child.

Accidents involving a bump to the head will be monitored carefully and appropriate action taken by a member of staff who is first aid qualified. Parents will be advised of information of concerns to look out for to indicate any complications with a bump to the head and precautions to take with this. All staff receive paediatric first aid training every three years on a rolling program.

First aid cabinets are situated within the classroom out of reach of children. We have additional, transportable kits which are taken if the children are off the premises.

Our setting has an appointed Health and Safety Officer who is responsible for ensuring all issues relating to first aid, risk assessment, health and safety and accident management.

Serious accidents, illnesses or injuries to children or staff will be reported to OFSTED, RIDDOR and the Early Years and Childcare Team as required.

Procedures:

Dealing with major accidents

Updating staff training

Check first aid stock

Completing accident/incident forms

Procedure for dealing with minor accidents

- Staff can wear personal protective clothing (disposable aprons and disposable gloves) when dealing with any accident if they choose. However gloves should always be worn.
- The injury will be assessed and the person in charge informed.
- The injury will be treated without any substances, only water.
- The injured child will be checked on regularly.
- In case of a bump to the head the most senior first aider will be informed and the child's condition and assessed accordingly.
- The incident will be recorded on an accident form with another staff member as a witness.
- In case of a facial injury parents are to be informed before they collect their child.
- Parents are asked to sign the accident form as proof they have been informed.
- Completed and signed accident forms are given to the child's key worker, and stored in the child's personal file.
- Caution is used with every incident.



Procedure for dealing with major accidents

- Staff can wear personal protective clothing (disposable aprons and disposable gloves) when dealing with accidents, however gloves should always be worn.
- The scene will be assessed and all other dangers removed, as well as other children, and dealt with.
- The injury will be assessed by the most senior first aider present.
- A decision will be made about how to proceed; to call the emergency services, contact parents or deal with the injury ourselves.
- If the child needs to go to hospital they will be accompanied by a staff member, if possible.
- Parents will be informed and asked to meet at the hospital.
- If permission has been given on the child's registration form emergency treatment can be authorised.
- If the child's injuries can wait, the parents will be informed and they will be made comfortable until the parent arrives to collect.
- A member of staff will observe and stay with the child at all times and their injuries will be assessed accordingly.
- A report of the accident will be recorded on an accident form with a staff witness and signed by parent at the earliest convenience.

Procedure for updating staff first aid training

- All staff qualified to Level 2 or above will have completed a 12 hour paediatric first aid qualification.
- Good quality training is promoted in the setting.
- In order for staff to act appropriately and confidently when dealing with accidents, we operate a system where all staff are first aid trained.
- Apprentices are given first aid training as part of their apprenticeship.
- All staff have their first aid qualification updated every three years.
- The nursery meets the cost of first aid training that we provide through a certified and qualified trainer.
- A record of first aid qualifications is kept on staff files.

Procedure for checking first aid stock

- Staff are to inform the Health and Safety Officer immediately if stock of an item is running low in a first aid cabinet.
- The Health and Safety Officer will routinely check stock of the first aid cabinet and off site first aid kits monthly and restock as required.
- The Health and Safety Officer will report any concern with the condition of any cabinet to the Manager.
- The Health and Safety Officer will check the dates of any long term medication stored for the individual children when they restock cabinets and pass this information to parents as required.

Procedure for completing accident/incident forms

- All accident/incident forms must be completed immediately the accident/incident has been dealt with.
- Apprentices can complete accident/incident forms under the supervision of qualified and experienced staff, but not alone and the witness must be at least Level 3 qualified.
- All forms must be accurate and legible, using correct spelling and grammar.
- The child/ren involved must have their full names recorded.



- The accident/incident must be recorded in enough detail to 'paint a picture' of exactly what happened. Details of where the accident/incident happened, what the child was doing at the time and how staff reacted are all essential details that must be included.
- Clear details of the child's injuries must be recorded eg detailing which finger of which hand was hurt, whether it was a graze or cut etc.
- If the injury requires additional checks from staff within a period of time this must be recorded on the form.
- Witnesses to the accident must sign the accident/incident form immediately it has been completed.
- Once the form has been completed, and before a parent is asked to sign it, the form must be shown to the most senior person present in the room to allow them to check the content of the form and to ensure this has been completed correctly.
- Senior staff must seek advice from a member of the management team if they feel a parent should be informed of the injury before collection (in the case of a head injury or facial injury or one that requires professional medical attention).
- If a parent is contacted this should also be recorded on the accident/incident form.
- Parents should be asked to sign the accident/incident form on collection of their child and the completed form, then to be passed to the child's key worker, where it will be stored in the child's file.
- If the parent doesn't sign the form for any reason, the staff must telephone the parent to inform them of the incident and ask them to sign it next time they are in. This should also be recorded on the form.
- Parents can be given a copy of the accident form for their own records if they wish but the original form must be kept by the setting.

All staff are expected to understand the importance of recording accidents and incidents and ensure these guidelines are followed to the letter. Senior staff are expected to report staff to the Management Team if accident/incident forms are not completed correctly. Trainees and new staff are to receive guidance on completing forms from senior staff.