



Accident and First Aid Policy

Policy Statement

At St Helen's Pre-School safety is paramount and every measure will be taken to ensure children are protected from hurting themselves, however accidents do occasionally happen and the following information sets out how accidents will be dealt with.

At least one member of staff with current Paediatric First Aid will be on the premises and/or on an outing at any one time.

Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 June 2016 also have a Paediatric first aid certificate in order to be counted in the adult:child ratios. The first aid qualification includes first aid training for infants and young children. [We/I] have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for infants and young children.

St Helen's Pre-School has valid Public and Employer's Liability Insurance cover.

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
- Information about who has completed first aid training and the location of the first aid box is provided to all staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed in the Pre-school, in the foyer which is available to parents.
- The first aid kit is regularly checked by a designated person
- The designated person is displayed on the parent board
- The first aid kit is clearly marked and is easily accessible to adults and out of reach of the children
- The first aid kit is located in each area and office
- An accident record form (appendix a) (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 record form is completed as required with the date, time, details about the accident/incident, details of the first aid treatment administered and by whom and signed by staff and a witness.
- Parents will be informed as soon as possible of the accident/incident and asked to sign the accident record form on the day the accident occurred to acknowledge that they have been told about the accident and any first aid treatment administered
- Staff members are aware of; the location of the first aid kit, the named first aiders on duty and procedures for reporting and recording of accidents
- 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 health and safety policy

- The accident record form will be stored appropriately and will be reviewed regularly by the pre-School Health and Safety Officer 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 Pre-School 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 parent’s either by ringing at the time of accident or as soon as practically possible
- Complete the accident record form with all required information, including names of any witnesses
- Parents/Carers upon collecting their child, will be asked to read the information detailed and sign the accident record form

If the incident requires any emergency medical treatment the setting will:

- Complete a full incident record
- Inform Ofsted, the Local Authority and Committee
- *(EYFS 3.49 notify of any serious accident, illness, injury to or death of any child in their care and of any action taken)*
- Inform the Insurance Company
- Report to the Health and Safety executive (RIDDOR)
- *Useful Publication: Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies. Ofsted Childcare Factsheet October 2011-reference number 110009*
- It is important that parents keep the setting informed regarding their child’s condition following an accident and if parent’s sought additional medical advice or care.

In the event of an accident in the home:

- Parents must inform staff of any accident at home so that staff can ask parents to complete and sign the pre-existing injuries form (appendix b)
- 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 pre-existing injuries 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 their Safeguard Lead Practitioner (SLP) in accordance with requirements to safeguard children (see the settings safeguarding & child protection policy and procedure)

This policy has been adopted by St Helen’s Pre-School

Signed on behalf of the setting by:

..... Chairperson
 Manager

Date: April 2017

Review Date: April 2018