

ACCIDENT, INCIDENT AND FIRST AID POLICY

POLICY STATEMENT

At St. Eval Preschool, all staff hold a current First Aid certificate and can apply first aid treatment in the event of accident involving a child or adult. The first aid qualification includes first aid training on infants and young children.

All accidents and incidents are recorded on an 'Accident' form (Form 2) to inform parents and are then recorded in the child's individual file.

There will always be at least one member of staff on the premises who holds a current paediatric first aid certificate.

Procedures

Accidents or Injuries

Unfortunately, accidents and injuries do sometimes occur at home and at Pre-school.

In the case of a minor injury, first aid treatment will be given by a qualified first-aider.

All accidents in the Pre-school are recorded immediately on an Accident form (Form 2). We record the date, time, details of where the accident happened, description of the accident, description of injury, care given and by whom.

The form is signed and dated by a member of staff and the Parent / Carer will be asked to sign and date the form on collection of their child. Ensuring families are aware of any incidents that may have occurred.

If we believe the accident is anything other than minor or the child is distressed, we will contact the Parent during the session.

Should your child suffer a collision to the head, the parent MUST be contacted immediately to be notified of the incident.

At the end of the session, the parent / carer will be given a head-injury letter, with guidance on signs and symptoms to be aware of, after a head bump.

If your child has a serious accident at St. Eval Preschool, needing medical attention, we will inform you immediately and take the child to hospital via ambulance as required. A member of staff will be with the child at all times.

Chronology checks are made by the DSL and DDSL on a termly basis. Looking for patterns in accidents and incidents. For example, one child having repeated accidents, a particular area within the setting where accidents re-occur, or a particular time of day that accidents are happening. Any patterns will be highlighted with the Health and Safety Officer – [Amy Kent](#).

Accident records will be kept securely in children's individual files and then kept for a retention period afterwards.

Early Years childcare providers are required to notify Ofsted (and in some cases, local child protection agencies and RIDDOR) of any serious accidents and injuries of children within their care. In any of these

cases, The Manager, **Rachael Richards**; will report any serious accidents, diseases or dangerous occurrences to RIDDOR, this can be done online.

Notifying Ofsted

We must notify Ofsted if any of the following occur at St. Eval Pre-school within 14 days:

- The death of a child while on the premises, or later, because of something that happened to the child whilst in your care.
- Death or serious accident/injury to any other person on your premises.
- Serious injuries
- Where a child in your care is taken to hospital (to an A&E Department for more than 24 hours), either directly from your setting, or later, because of something that happened while the child was in your care.
- Any significant event which is likely to affect the suitability to care for children.

Ofsted define serious injuries as:

- Broken or fractured bones
- Anything that requires resuscitation
- Loss of consciousness
- Dislocation of any major joint, such as shoulder, knee, hip or elbow
- Severe breathing difficulties
- Anything to leading to hypothermia or heat-induced illness

Pre-existing Injuries

If a child enters the setting with a visible injury, or requires first-aid upon arrival, the parent / carer dropping the child off, will be required to complete a 'Pre-existing Injury' Form (Form 3).

Detailing the nature of the injury – the date the injury was sustained – where on the body – a brief description of the injury – whether medical advice was sought. This allows Pre-school staff to monitor the child's progress appropriately during the session.

Completed forms will be filed in the children's individual folders and recorded onto our Safeguarding logging system. This also allows us to monitor any patterns as per our Safeguarding duties.

First Aid

First aid kits are available and out of reach of children; in the kitchen, outdoor area and the adult toilet room. Additional first aid kits are taken out on all outings away from the setting.

The preschool will ensure that the first aid equipment is kept clean replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

The first aid boxes will be checked on a regular basis by the designated Health and Safety coordinator. Contents of the first aid boxes are determined by up-to-date guidance from paediatric first aid training provided by our training providers.

The first aid kits comply and only contain items permitted by the Health and Safety (First aid) regulations 1981.

All staff are trained in First aid and require updating training every three years to ensure that this remains current.

Incidents with another Child

If an incident occurs with another child, this is recorded on an 'Incident' Form (Form 4). Both parents are informed of the incident. This will help us monitor the safety of children and help us identify any patterns of behaviour occurring.