



## **First Aid Accidents and Injuries**

### **Statement of Intent:**

The setting is committed to good practice and to ensuring that appropriate measures are taken to ensure the Health, Safety and Welfare of all persons using the premises, by minimising risk, ensuring adequate numbers of staff are trained in First Aid and Paediatric First Aid and having a clear procedure or the recording of accidents and injuries occurring in the setting.

### **Policy aims:**

- To identify the named First Aiders and those specifically trained in Paediatric First Aid
- To provide a clear procedure for the recording of all accidents, injuries and first aid treatment.
- To monitor accidents /injuries occurring in the setting to take any necessary action to avoid reoccurrence of the accident/injury
- To provide guidance as to when Ofsted should be contacted

### **Procedures:**

- At least one person who has a current Paediatric First Aid certificate must be on the premises at all times when children are present.
- There must be at least one member of staff on all outings who has a current Paediatric First Aid Certificate and this person should be named on the risk assessment.
- First Aid boxes should have appropriate contents to meet the needs of children, must be checked regularly for contents and expiry dates and be easily accessible to staff.
- Accidents involving staff/ volunteers /students should be immediately recorded online and reported to the most Senior member on site  
<http://intranet.escc.gov.uk/helping/healthsafety/incidents/Pages/main.aspx>

First Aid training must be approved by the local authority and consistent with guidance set out in the Statutory Requirements for the Early Years Foundation Stage 2017.

- If a serious accident /injury occurs to a child the parent should be contacted immediately either to inform them or to arrange for them to collect the child. (or if

not contactable the emergency collectors) and if necessary an ambulance called. If the paramedics suggest the child needs to go in an ambulance to the hospital and the parent is not at the setting, an appropriate member of staff will accompany the child to the hospital, taking the child's personal file with them. If the accident/injury is not 'serious' the child should be treated by a Paediatric First Aider and the Bumps, Bruises and Minor Incident form should be completed. A copy should then be made available to the parents.

- The Nursery Manager, DSL and Local Area Designated Officer (LADO) must be informed as soon as practically possible of any serious injury/accident to a child or any situations that result in a child needing further medical treatment.
- An East Sussex Accident form MUST be completed for all major injuries which resulted in further medical treatment and this form must be printed (before submitting online) and a copy should then be placed on the child's file and one given to parent/carer.

<http://intranet.escc.gov.uk/helping/healthsafety/incidents/Pages/main.aspx>

### **Child-Child Injuries**

- In some circumstances a child may harm another child (for example biting) If this is considered consistent with the age/stage of a child the Bumps, Bruises and Minor Incident form will be completed for all children involved and all parents will be informed (whilst having due regard for confidentiality). This will be entered onto the child's individual chronology which will be monitored by the Senior Managers team and any further actions taken when necessary (see the nursery Safeguarding Policy and Procedure)

### **Monitoring of Accidents/Injury's**

- To ensure accurate monitoring of accidents/injuries at the setting the Bumps, Bruises and Minor Incident form will all be clearly labelled and stored together.
- At least monthly the named Health and Safety Officer for the setting will collate the information on accidents/injury's to identify any changes that need to be made to the setting /risk assessments/procedures etc (Although in some circumstances changes will need to be taken immediately) This information and any actions will then need to be recorded as part of the Health and Safety Monitoring

### **Contacting Ofsted:**

- Ofsted must be informed of any serious accident, illness or injury to, or death of any child, whilst in their care, and of the action taken in respect of it as soon as practically possible but within a maximum period of 14 days.

### **Links to:**

- Nursery Safeguarding Policy and Procedure
- Statutory framework for the early years foundation stage (2017) DfE 'Welfare Requirements'  
<http://www.hse.gov.uk/firstaid/legislation.htm>  
<http://www.hse.gov.uk/firstaid/changes-first-aid-regulations.htm>  
<http://www.hse.gov.uk/firstaid/faqs.htm#first-aid-box>