

Safeguarding Health and Safety

Accident, First Aid and Child Incident Policy

Statutory Framework for the Early Years Foundation Stage

Quote ref : 3:50

'Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given'

Purpose of the Policy:

The purpose of this policy is to set out the procedure to be followed in the event of an accident or incident, to ensure children accessing the Family Centre have a positive and safe experience.

We aim to:

- Provide sufficient first aid trained staff on site at all times to meet Health and Safety requirements.
- Minimise the risk of accidents and incidents occurring.
- Ensure all accidents and incidents are dealt with quickly and are discussed with parents/carers as soon as possible (the severity will determine the timescale for contact).
- Monitor and track the occurrence of accidents/incidents to highlight any trends which will inform the improvement of the environment, risk assessments and the supervision of children.

What you should do:

- On initial registration, give permission for emergency medical treatment including the administration of first aid by a member of staff.
- Update the emergency contact details in your Parent/Carer Contract regularly in case you need to be contacted in an emergency.
- Sign Accident/ Incident forms on collection of your child.

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- If your child has a bump to the head you will need to follow the guidance in the **Head Injury Notification Form**
- If your child has an accident which results in an injury whilst away from the centre you must inform a member of staff the next time your child attends the Family Centre and they will follow the Existing Injury Policy.
- If your child has an accident at the Family Centre and your child is later taken to hospital, parents are asked to inform the Family Centre as soon as possible to ensure any notification to Ofsted is undertaken and BMBC procedures are followed.

What we will do:

- Ensure we meet or exceed the requirement to have one first aider on site at all times in accordance with the **BMBC First Aid Risk Assessment** to deal with any accidents/ incidents within the nursery.
- If your child has a minor injury to the head (neck or above) that does not need hospital treatment we will monitor them using the **Head Injury Monitoring Form** and will give the person collecting the child a **Head Injury Notification Form**.
- Comply with the **BMBC Health and Safety Policy**.
- Identify hazards and regularly review and update risk assessments using **BMBC Basic Activity Risk Assessment Template** to minimise the likelihood of accidents and incidents occurring.
- Have a central system within the Family Centre for recording Accident/ Incident that happen within the nursery and the wider Family Centre.
- Summarise the accidents and incidents that happen throughout the centre monthly and send the data to the Health and Safety Emergency Resilience Unit quarterly.
- Inform parent/ carers on collection of their child, of any accidents/ incidents that have occurred during their session and gain their signatures on the forms.
- If the child is collected by anyone other than the parent/carer the adult collecting the child will be notified of the accident/incident upon

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collection. In addition the parent/carer will be telephoned as soon as possible but within 24 hours to verbally notify them of the accident. A parent/carer signature will be required on the accident/incident form at the earliest opportunity.

- Accompany any child that is taken to hospital in an ambulance, and stay with the child until the parent/ carer arrives. The child's Parent/Carer Contract will be taken with the child, to provide necessary information to the hospital.
- Provide clearly labelled first aid boxes in accessible places that comply with Health and Safety Regulations and make sure all staff are aware of their locations. Ensure the boxes are regularly checked and replenished with a record kept of the checks.
- Make sure staff are aware of what to do in case of an emergency whilst on a trip/outing and ensure at least one member of staff is paediatric first aid trained and a first aid kit is available.
- If a child (who is not accessing a nursery place), parent/carer or visitor is injured on the Family Centre site the accident/incident will be recorded on the **HSE (NE) 2018 Report of Accident or Aggression and Violence to Non-Employee** If the accident/incident is a head injury a **Head Injury Notification Form** should be given to the parent/carer or visitor, the staff member dealing with the accident/incident should draw attention to the 'Head Injuries What to look out for' section and encourage them to fill in the details of the accident/incident.
- The form to be used for employees is the **HS2 (E) 2013 Accident Reporting Form**