

2.8 Accidents and First Aid Policy

Policy statement

At Perins Pre-School, the safety of all children is paramount, and we have measures in place to help protect children. However, sometimes, accidents do unavoidably happen.

We follow this policy to ensure all parties are supported and cared for when accidents or incidents happen and that the circumstances of the accident or incident are reviewed.

Accidents

When an accident or incident occurs, we ensure:

- The child is comforted and reassured first.
- The extent of the injury is assessed and if necessary, a call is made for medical support or an ambulance.
- First aid procedures are carried out by a trained paediatric first aider
- The person responsible for reporting accidents is the member of staff who saw the accident or was the first to find the child where there are no witnesses. Other staff who have witnessed the accident will also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.
- Parents or Carers must be shown the accident form, informed of any first aid treatment given and asked to sign it on the same day. Where there is an injury to the child's face or head, Parents/Carers are called and made aware.
- Where medical attention is required, a member of the management team will notify the parents/carers as soon as possible whilst caring for the child appropriately.
- The pre-school management team reviews the accident forms for patterns. The manager will investigate any patterns and implement all necessary steps to reduce risk.
- The pre-school manager will report any accidents of a serious nature to Ofsted and the Local Authority environmental health department, or the Health and Safety Executive and their advice followed. Notifications must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.
- The accident file will be kept for 21 years and 3 months.

Choking

When a child experiences a choking incident that requires intervention, we will:

- Record details of where and how the child choked
- Make parents aware of the incident

Head injuries.

If a child receives a head injury while in the pre-school, then we will follow this procedure:

- Calm the child, comfort, and reassure the child.
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
- If the skin is not broken, we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child.
- If the skin is broken, then we will follow our first aid training and stem the bleeding.
- Call the parent and make them aware of the injury.
- Complete the accident form.
- Keep the child in a calm and quiet area whilst awaiting collection.
- We will follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our first aid training.

Transporting Children to hospital procedure

The manager must:

- Call for an ambulance immediately if the injury is severe DO NOT attempt to transport the sick child in your own vehicle.
- Contact the parents or carers and arrange to meet them at the hospital.
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication, and the child's comforter if they have one.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children.
- Always remain calm. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.
- Parents sign and date permission approval allowing staff to accompany their child in an ambulance to the nearest Accident and Emergency unit to be examined, treated, or admitted as necessary and should stay until the parent/carer arrives. Health Care Professionals are responsible for any decisions on medical treatment when parents are not available.

First aid

All the staff are trained in Paediatric first aid and it is updated every three years. We ensure that there at least one staff member who holds a current PFA on the premises when children are present.

- There is a first aid box located in the kitchens.
- The first aid boxes are always accessible with appropriate content for use with children.
- Everyone is responsible for first aid checks the contents of the boxes and replaces items that have been used or are out of date.
- First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages, and eye pads. No other medical items such as paracetamol should be kept in them.
- The setting provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks.

We can take action to apply first aid treatment in the event of an accident involving a child or adult. All staff have a full 12 hours (PFA) paediatric first aid certificate. 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 to be counted in the adult: child ratios. The first aid qualification includes first aid training for infants and young children. We have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

Personal Protective Equipment (PPE)

Perins pre-school provides staff with PPOE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids.

Dealing with blood

We may not be aware that any child attending the setting has a condition that may be transmitted via blood. All staff dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Needle punctures and sharps injury.

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

We treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

Parents of children requiring needles as part of managing a medical condition should supply the setting with an approved sharps box for safe disposal. Full boxes will be returned to the parents.

This policy was adopted on

21st April 2026

Date to be reviewed

21st April 2027

Signed on behalf of the provider

Michelle Osman

Role of signatory (e.g. chair, director or owner)

Pre-School Manager