



## Kingsdown Pre-school Accident Policy

### **Aim**

The aim of this policy is to ensure anyone who has an accident at Kingsdown Pre-school receives prompt and correct treatment, that this is recorded and reported according to current legislation and accidents are reviewed to prevent further occurrences where possible.

### **Guidance from**

Statutory Framework for the Early Years Foundation Stage 2021  
Health and Safety (First Aid) Regulations 1981

### **First aiders**

- There is always at least one person with a current paediatric first aid certificate on the premises and available at all times children are present including on outings. (Section 3.25 EYFS framework)
- Staff attend paediatric first aid training every three years using an approved trainer and the aim is to have refresher inhouse training
- It is the aim of the setting to have all pre-school staff trained in paediatric first aid.

### **First aid kit**

- The first aid bag is stored in the toy cupboard but during the session is in a dedicated space on the admin table
- This is regularly checked and restocked

### **In the event of an accident the following procedures are adopted:**

- The child is looked after by a member of staff, given first aid if necessary, and reassured.
- If the accident is serious and requires medical assistance another member of staff will telephone for an ambulance and contact the child's parents. If the parents are not contactable, the named emergency contact will be phoned. If necessary, a member of staff will accompany the child in the ambulance.
- The details of all accidents and treatment are entered in an Accident Book. The child is checked on 30 minutes following the accident and this is recorded on the same page.
- The details of the accident and treatment given are reported to the parent/carer on collection of the child who signs the book. If a child has a minor injury to their head, not requiring further medical assistance, the parents are telephoned as soon as is possible after the treatment. On collection they are given a head bump letter advising them to monitor their child further.
- Regular assessments of accidents which have occurred in the setting are undertaken to see if there are patterns emerging. This may require replacement or repositioning of equipment/resources to prevent further accidents.

- Accidents to staff or visitors are recorded in a separate accident book which is also reviewed regularly.

### **Reporting accidents**

- In accordance with section 3.52 of the Statutory Framework for the Early Years Foundation Stage, all serious accidents or injury to a child will be reported to Ofsted as soon as is reasonable practical but in any event within 14 days. Also the local child protection agency will be informed.

- The following must be reported under RIDDOR.

- Deaths
- Specified injuries
- Occupational diseases
- Over-seven-day injuries
- Dangerous occurrences
- Accidents involving members of the public
- Gas emergencies

This will be reported on the HSE website by the setting manager or deputy in her absence. This will be done as soon as is reasonably practical but in most cases the HSE must receive the report from the responsible person within 10 days. In situations regarding an injury over seven days, you have 15 days.

This policy will be reviewed annually or sooner if required

This policy was reviewed by the pre-school on 31 August 2021

Signed on behalf of the pre-school: A Bridges