



Accident, Incident and First Aid Policy

Policy Statement

The health and safety of children attending the setting is of the highest importance. We aim to prevent accidents where possible and ensure that appropriate action is taken if an accident or incident occurs.

Staff are trained to respond appropriately and provide first aid where necessary to ensure children receive prompt and effective care.

First Aid Provision

The setting ensures that:

- At least one member of staff with a **current Paediatric First Aid qualification** is present at all times.
- A fully stocked first aid kit is available and easily accessible.
- First aid kits are checked regularly to ensure supplies are complete and in date.

Staff will follow appropriate first aid procedures if a child becomes injured or unwell.

Accidents

An accident refers to an unplanned event that results in injury.

If a child has an accident:

- A trained member of staff will assess the child and provide first aid where necessary.
- The child will be comforted and supervised.
- Parents or carers will be informed of the accident.

- Details of the accident will be recorded in the accident record.

The record will include:

- the child's name
 - date and time of the accident
 - details of the injury
 - treatment given
 - name and signature of the staff member
 - parent or carer signature
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Incidents

An incident refers to an event that may affect the safety or wellbeing of children or staff but does not necessarily result in injury. Examples may include:

- behavioural incidents
- damage to equipment
- safety concerns within the environment

All incidents will be recorded and reviewed to help prevent similar situations in the future.

Head Injuries

If a child receives a head injury:

- First aid will be provided immediately.
- Parents will be informed as soon as possible.
- The child will be monitored for signs of illness or discomfort.
- A head injury record will be completed.

Parents will be advised to continue monitoring their child at home.

Serious Accidents

If a serious accident occurs:

- First aid will be given immediately.

- Emergency services will be contacted if required.
- Parents will be informed immediately.

Serious accidents, injuries or incidents will be reported to **Ofsted** and other relevant authorities where required.

Recording Accidents and Incidents

All accidents and incidents will be recorded accurately and kept securely.

These records help us:

- monitor patterns of accidents
 - identify potential hazards
 - improve safety procedures
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Preventing Accidents

The setting aims to reduce accidents through:

- regular risk assessments
 - maintaining safe equipment and environments
 - appropriate staff supervision
 - promoting safe behaviour among children
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Policy Review

This policy will be reviewed annually or sooner if guidance or legislation changes.