

# Policy

## Accidents & First Aid

EYFS: 3.25, 3.45, 3.51,  
3.52

January

# 2023

Owned by: Sarah Cooper

Update due:  
December 2023

# Policy

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**Title: Accidents and First Aid**

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**From: Early Years Centre**

**Date: 17<sup>th</sup> January 2023**

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In our Centre it is paramount that children's safety is priority, and staff are able to action and apply first aid treatment in the event of an accident involving a child or adult.

At the Early Years Centre we have at least two staff members who hold a current paediatric first aid certificate on the premises at any one time when children are present, and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A of the Statutory framework for the early years foundation stage.

- The course should last for a minimum of 12 hours and cover the full Paediatric First Aid course criteria.
- The certificate must be renewed every three years

## **Following an Accident/incident:**

- First aid qualified staff will act promptly and calmly in the event of an incident or accident.
- The child will be comforted and reassured
- The nature and severity of the accident will be assessed
- First aid procedures will be carried out by a trained Paediatric first aid qualified staff member
- Accident/incidents will be reported on Family, by the staff member who administered the first aid.

### **Other information recorded will also include:**

The location

Nature of the accident/incident

Date and time

First aid administered

Witnesses

Other staff present

When and how the parents/carers were notified

If the Accident/incident was reported to: RIDDOR, OFSTED, LADO

Body map

Acknowledged on the Family system by parent

Acknowledged on the Family system by staff member

There are four first aid boxes situated throughout the Centre, two are on the ground floor and two are on level one. Our First Aid boxes are easily accessible to adults and are kept out of the reach of children.

See attached sheet for contents for each first aid box.

# Policy

## Monitoring of Accidents/Incidents:

We complete Termly Accident/Incident assessments from the information held on Family. This information is shared with staff during regular staff meetings to ensure we discuss any trends, problem areas and how to remove any reoccurring risks. The information shared includes:

- Age group
- Kind of Accident/Incident
- Reported by
- Date
- Location

Also note:

- No un-prescribed medicines are kept in the first aid box.
- At the time of admission parents sign a consent form allowing staff to take their child to the nearest accident and emergency unit to be examined.
- Treatment is sought if needed.
- Parents will be informed.
- Any accidents will be recorded and parents will sign the form to acknowledge they have been informed (a copy of which will be kept in the child's record).
- Any accidents that happen while the child is not in our care, parents will be asked to sign an 'accident at home form' (a copy of which will be kept in the child's record).
- All staff will be expected to attend a first aid course and it is their responsibility to renew the qualification every three years.
- Our accident / incident records are reviewed monthly to identify any potential or actual hazards.
- All staff know where the accident forms are kept and how to complete them. They are kept in a safe and accessible place.

Any staff at the Centre who do not hold a valid first aid certificate will not be able to administer first aid or give medication to a child.

If incidences of non-compliance do occur, this will be dealt with on a case-by-case basis, and we will liaise with the University HR department. This may result in disciplinary procedures being followed.