



## First Aid, Accidents, Home Accidents and Incidents Policy and Procedures

### Introduction

The health, safety and welfare of all the children who attend Putnoe Woods Preschool is paramount and great care is taken by all members of staff at all times to prevent any accidents and / or injury to children and staff or any other persons who enter the preschool.

*'At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings. Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a current paediatric first aid certificate. Paediatric first aid training must be relevant for workers caring for young children and where relevant, babies. Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly'*

*'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'*

### *The Statutory Framework for the Early Years Foundation Stage 2023*

The aim of this policy is to outline procedures to deal with any accident related to the preschool in a calm, professional and safe manner.

It is a legal requirement to have a member of staff with current (Ofsted approved) paediatric first aid training is on the premises or on an outing at any one time.

At Putnoe Woods Preschool we aim to have all our staff first aid trained, so all staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. First Aid training is renewed every 3 years.

We follow the guidelines of Ofsted and the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR).



It is essential that ALL staff are aware of their responsibilities to provide a safe and secure environment for children, staff and visitors. At Putnoe Woods Preschool:

- 1.1 We have named First Aiders in the preschool who are responsible for ensuring that First Aid is administered promptly and appropriately for any accident
- 1.2 All staff will have Paediatric First Aid training which is renewed every 3 years
- 1.3 This information will be stored in a file in the Preschool Office
- 1.4 All staff have a duty to ensure that they keep the preschool environment safe and well organised
- 1.5 It is the responsibility of all staff to ensure that any hazards are removed
- 1.6 The Preschool Manager and their team have a responsibility to ensure that children feel valued and safe within the preschool setting. It is important that all staff know and understand how to respond to, record and report any accidents
- 1.7 The Preschool Manager is responsible for ensuring that the correct reporting procedure is followed for each accident depending on the category it falls into
- 1.8 All accidents that require RIDDOR reporting, will be reported by the Preschool Manager
- 1.9 We follow the guidelines of Ofsted and the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents
- 1.10 Ofsted will be notified in writing of any serious injury as soon as is reasonable but in any event within 14 days of the injury occurring
- 1.11 The Preschool Manager will ensure that the appropriate regulatory body is kept informed whenever necessary
- 1.12 The Preschool Manager will inform children's services at Bedford Borough of any serious accident, injury or death and act on any advice from those agencies
- 1.13 The Preschool Manager and their team will ensure that all activities, resources and equipment are appropriate for the children's ages and stages of development
- 1.14 The keyperson is responsible for ensuring that information is shared with parents/carers about any accidents their child has been involved in
- 1.15 When discussing accidents with parents / carers the Key Person will do this in a sensitive, confidential manner
- 1.16 Lessons will be learnt to avoid re-occurrence and the relevant Risk Assessments will be reviewed and amended
- 1.17 All minor accidents will be monitored to identify any trends, such as people, times of accidents, areas, etc. to eliminate risks and hazards when required



## What is An Accident?

*An undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage, or loss; casualty; mishap*

## 2 Reducing the Number of Accidents

In order to reduce the level of accidents within the preschool environment there are several measures that will be put into place:

- 2.1 Risk Assessments will be carried out for the indoor and outdoor environment in order to allow children to enjoy appropriate risk and challenge in a safe, controlled environment
- 2.2 These will be reviewed annually or more frequently if circumstances change
- 2.3 Risk Assessments will be carried out on activities that may pose a risk to children, staff or visitors
- 2.4 Staff will be vigilant in their care and supervision of and interactions with children
- 2.5 Opening checklists will be completed by a member of staff who arrives at the preschool at the start of the day
- 2.6 Staff will report any areas of concern to their Preschool Manager and / or Deputy Manager

## 3 First Aid Kits

- 3.1 First Aid Kits are situated in each of the preschool playrooms and preschool kitchen
- 3.2 The First Aid Kits comply with the Health and Safety (First Aid) Regulations 1981 and are regularly checked on a monthly basis and replenished as necessary
- 3.3 All staff at Putnoe Woods are aware of the location of the first aid kits within the setting
- 3.4 The preschool also owns 2 mobile first aid kits for use during outings - a first aid bum bag and a first aid rucksack

## 4 Procedures to Be Followed in The Event of An Accident

- 4.1 If a child has an accident, they will be attended to immediately
- 4.2 If they need to receive first aid, this must be given by a person trained in Paediatric First Aid
- 4.3 Staff will practice good hygiene at all times
- 4.4 Personal protective equipment (PPE) will be provided and worn by staff when dealing with tasks that involve contact with bodily fluids. Putnoe Woods Preschool provides staff with PPE according to the need of the task or activity



- 4.5 Staff will wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids including aprons and gloves that will be worn by staff when dealing with any cuts, saliva or other bodily fluid
- 4.6 Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis
- 4.7 Used equipment and clinical waste will be disposed of appropriately

## 5 Minor Accidents

- 5.1 Appropriate first aid will be administered by a trained first aider
- 5.2 An Accident Form will be completed on I Connect and will be completed by the person who witnessed the accident
- 5.3 When the parent/carer arrives, they will be asked to sign the accident on I Connect to show that they have been made aware of the accident
- 5.4 Accidents will be highlighted with an orange flag
- 5.5 The accident is then held within the individual child's record on the I Connect system once published with evidence that the parent / carer has signed to acknowledge the accident
- 5.6 Depending on the nature of the accident the member of staff and Preschool Manager will use their discretion as to whether to contact the parent / carer prior to collecting their child
- 5.7 The Preschool Manager or Deputy must be made aware of the accident for monitoring purposes
- 5.8 We adopt the definition of Ofsted with regard to serious injuries as follows:

Early Years Ofsted: Early Years Compliance Handbook 2019

Section 58: Providers are not required to inform us of minor injuries, nor of general appointments to hospital or routine treatment by a doctor, such as the child's general practitioner, that is not linked to, or is a consequence of, a serious accident or injury.

We define minor injuries as:

- sprains, strains and bruising
- cuts and grazes
- wound infections
- minor burns and scalds
- minor head injuries
- insect and animal bites
- minor eye injuries
- minor injuries to the back, shoulder and chest



## 6 Major Accidents

- 6.1 If it is deemed necessary, the person in charge will initially call for medical help and the parents will be informed
- 6.2 If the accident is significant and a child needs to go to hospital, an ambulance will be called by the Preschool Manager / Deputy Manager / Business and Finance Manager and the parent contacted
- 6.3 The person in charge will ensure the safety and well-being of all other children present is maintained by ensuring the necessary staff deployment. If necessary, an additional staff member will be provided in order to provide support in an emergency situation
- 6.4 The Preschool Manager / Deputy Manager or Keyperson will ensure that the injured party will be kept as comfortable as possible as dictated by medical advice until medical help arrives
- 6.5 The parent may meet at the preschool or at the hospital
- 6.6 The member of staff who witnessed the accident must accompany the child in the ambulance, or the child's keyperson
- 6.7 The member of staff must take the child's registration details as to ensure all personal details that may be required are correct
- 6.8 An Accident Form will be completed on I Connect and will be completed by the person who witnessed the accident at the earliest opportunity
- 6.9 At the earliest convenience, when the parent/carer arrives they will be asked to sign the accident on I Connect to show that they have been made aware of the accident, or if they have gone straight to the hospital will be asked to sign it the next day
- 6.10 Accidents will be highlighted with an orange flag
- 6.11 The accident is then held within the individual child's record on the I Connect system once published with evidence that the parent / carer has signed to acknowledge the accident
- 6.12 The Preschool Manager / Deputy Manger will ensure that all details of the injury are recorded (as above) and that any follow up action, such as an internal accident investigation
- 6.13 Ofsted will be notified in writing of any serious injury as soon as is reasonable but in any event within 14 days of the injury occurring
- 6.14 We adopt the definition of Ofsted with regard to serious injuries as follows:

Early Years Ofsted: Early Years Compliance Handbook 2019

Section 57: We define serious injuries as:

- any injury that requires resuscitation or admittance to hospital for more than 24 hours



- broken bones, a fracture or dislocation of any major joint
- any loss of consciousness, severe breathing difficulties or asphyxia
- loss of sight (temporary or permanent), any penetrating injury to the eye, any chemical or hot metal burn to the eye
- any injury leading to hypothermia or heat-induced illness
- any injury or medical treatment arising from absorption of any substance by inhalation, ingestion or through the skin
- any injury or medical treatment resulting from an electric shock or electrical burn
- any injury or medical treatment where there is reason to believe that this resulted from exposure to harmful substance, a biological agent, or its toxins, or infected material

6.15 The Local Safeguarding Children Board will also be informed of any serious injury or death of a child and any advice will be acted upon

6.16 Parents are required to consent to emergency medical treatment on their child's registration form prior to their child attending the preschool

Where a major incident occurs, Putnoe Woods Preschool will ensure that the necessary steps are taken to maintain and safeguard the well-being and safety of all persons on the premises.

Major incidents may include, but are not limited to the following:

- Death of a child, member of staff, volunteer or parent
- Fire
- Burglary or Vandalism
- Verbal / physical assault on a member of staff, parent / visitor/ volunteer

In the event of a death the following procedures will take place:

6.17 The Police will be informed immediately

6.18 The parents or next of kin will be contacted as soon as possible

6.19 All children at the pre-school will be appropriately cared for and kept calm

6.20 Additional staff will be called in if necessary to support already present staff and children

6.21 The Chair of the Board of Trustees will be contacted and informed as soon as possible

6.22 The date, time and circumstances will be recorded as a 'major incident'

6.23 Ofsted will be informed as soon as possible

6.24 The Health and Safety Executive will be informed in compliance with RIDDOR



## 7 Details Recorded on the Accident Form on I Connect

All staff are made aware that it is essential that the following information is recorded when inputting data on I Connect

- 7.1 The time, the date and the nature of the injury
- 7.2 Details of the child affected
- 7.3 The type and location of the injury, for example indoors or outdoors
- 7.4 The action taken at the time, including reassurance to the child and any necessary first aid treatment and any further action taken later such as informing the parents by telephone and by whom
- 7.5 The circumstances involved
- 7.6 The names of any adults involved including any witnesses
- 7.7 If a child reports an accident that has not been observed by a member of staff then an Accident Form must still be completed and the staff member must detail the nature of the injury and write, 'self- reported by the child'
- 7.8 If a child has had an accident but no obvious injury is observed, this will still be documented, and parents must still be informed

## 8 Head Injuries

- 8.1 If a child sustains a head injury whilst attending the pre-school, the necessary first aid steps should be taken, and the parents of the child will be contacted by phone to inform them verbally of the accident
- 8.2 As advised on the NHS website the staff at Putnoe Woods will be vigilant of the following signs and symptoms:

If your child experiences a knock, bump or blow to the head, sit them down, comfort them, and make sure they rest. You can hold a cold compress to their head – try a bag of ice or frozen peas wrapped in a tea towel.

The [symptoms of a minor head injury](#) are usually mild and short-lived. They may include:

- a mild [headache](#)
- nausea (feeling sick)
- mild dizziness
- mild blurred vision



If your child's symptoms get significantly worse, take them straight to the [accident and emergency \(A&E\) department](#) of your nearest hospital or call 999 for an ambulance.

#### What to look out for

Signs of a brain injury after a head injury include:

- **unconsciousness** – either brief ([concussion](#)) or for a longer period of time
- **fits or seizures**
- **problems with the senses** – such as hearing loss or [double vision](#)
- **repeated vomiting**
- **blood or clear fluid coming from the ears or nose**
- **memory loss** ([amnesia](#))

If any of these symptoms occur after a head injury, immediately go to [your nearest A&E department](#) or call 999 and ask for an ambulance.

The staff at Putnoe Woods will ensure that:

- 8.3 The parents are contacted by telephone with regard to any head injury sustained
- 8.4 A Head Injury is recorded on the accident form on I Connect
- 8.5 The child is monitored and checked frequently every 10 mins and this is recorded
- 8.6 Should the child not require further medical assistance advise parents on NHS guidelines and to closely monitor the child for a minimum of 24 hours

## 9 Home Accidents

In the event that a child arrives at Putnoe Woods with visible injuries such as bruises, cuts, wounds, bandaged areas etc., the following procedure **MUST** be followed by staff:

- 9.1 The accident will be recorded in conjunction with the parent/carer dropping the child at preschool and recorded on a Home Accident Form in full detail, including the explanation given for the injury
- 9.2 The Home Accident Form will be signed by the parents/carers dropping the child at preschool
- 9.3 The Home Accident Form will be signed by the Preschool Manager or in their absence the Pre School Deputy
- 9.4 The Home Accident Form will then be filed in the individual preschool file





If for whatever reason a Home Accident Form is not completed at drop off, staff will query any injury sensitively, respectfully and in confidence upon collection of the child and if required a Home Accident Form will be completed, for example if there is bruising or an injury that is noticed when changing a child's nappy or when changing their clothing

- 9.5 If the injury raises suspicion of concern and a safeguarding nature staff will notify the preschool Safeguarding Officers

## 10 Details Recorded on the Home Accident Form

The Home Accident Form includes details of:

- 10.1 The child's name
- 10.2 The time, location and details of the nature of the accident, including any possible triggers
- 10.3 Details of any witness in the home environment
- 10.4 Details of any injury that has resulted from the accident
- 10.5 Details of any action / first aid treatment taken within the home environment and how the accident was managed
- 10.6 Signature of staff member and if possible, any witnesses dealing with the Home Accident

## 11 Dealing with Blood

We may not be aware that any child attending the preschool has a condition that may be transmitted via blood.

Any staff member dealing with blood must:

- 11.1 Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood
- 11.2 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

## 12 Needle Puncture 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 the area will also be blocked off to avoid any access

### 13 Defibrillators (AED)

Putnoe Woods Preschool own a defibrillator

- 13.1 The defibrillator is stored in the preschool office
- 13.2 The defibrillator is always accessible, and all staff are aware of the location
- 13.3 All staff receive training on how to use a defibrillator during completion of the Paediatric First Aid course
- 13.4 The defibrillator is designed to be used by someone without specific training and by following the accompanying step by step instructions on it at the time of use
- 13.5 There is a copy of the manufacturer's instructions in each of the playrooms that is circulated to all staff

### 14 What is an Incident?

An incident can fall into a number of categories.

For example:

- Behavioural (children)
- Aggression from adults, both verbal and physical
- Mishandling of children
- Involving the physical environment such as gas leaks, flood, fire, etc.
- Structural
- Out of hours incidents, such as vandalism and break-ins

The above list is not exhaustive.



An incident may be an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

In the case of the above example, we will at Putnoe Woods Preschool:

- 14.1 Follow the minor accident procedure as detailed previously
- 14.2 Complete an Accident form on I Connect for the injured person
- 14.3 Complete an Incident form for the perpetrator
- 14.4 The Incident Form will be completed by the person who witnessed the incident
- 14.5 When the parent/carer arrives, they will be asked to sign the Incident Form
- 14.6 The Incident form will then be held in the individual's file

**This policy is in compliance with the Data Protection Act 2018**

**Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.**

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
December 2015	Jo Skelton	
September 2016	Jo Skelton	
September 2017	Jo Skelton	
May 2018	Jo Skelton	GDPR statement added 1.33 - 1.36 and 1.47 - 1.50 added re I Connect

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Review Date	Reviewer	Amendments	Policy signed off on behalf of the Board of Trustees
February 2019	Jo Skelton		
November 2019	Jo Skelton	New email address	
January 2020	Jo Skelton	<ul style="list-style-type: none"> <li>-Policy reworded</li> <li>-Home Incident Form now Home Accident Form</li> <li>-Removal of ref to Physical Intervention</li> <li>-First Aid Kits added</li> <li>- Defibrillator added</li> <li>- 5.8 Ofsted definition added</li> <li>- 6.14 Ofsted definition added</li> <li>- What is an Incident? reworded</li> </ul>	
January 2022	Jo Skelton		
March 2022	Jo Skelton	Section on the event of a death added	
November 2022	Nikki Adams	GDPR replaced with Data Protection	
May 2023	Jo Skelton		
September 2023	Jo Skelton	Ref to EYFS 2023	

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