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Description automatically generated**Accident, Injury and First Aid Procedures**

Written by: Alice Mcpherson Date: 16.07.2021

I aim to keep children safe. I stay within the ratios required by the Early Years Foundation Stage (EYFS, 2017) – see my **Admission Policy** for more information about ratios.

I ensure my premises and equipment are safe to use through constant, robust risk assessments – see my **Health and Safety Policy** for more information.

**If a child has an accident**

Children do sometimes have accidents. I have completed a Paediatric First Aid training course and I will use my knowledge to help them. I have a fully stocked first aid box appropriate for use with early years children in the house and another first aid kit which I take on outings.

I will record information about the accident and any first aid administration on an **Accident and First Aid Record** form and ask parents to sign – ideally on the same day. If I do not see parents, I will message them to let them know that their child has had an accident and the steps I took to support their child.

**Serious accidents and injuries**

If I am unable to help the child or if I am concerned about an injury, I will –

* Contact emergency services to request an ambulance – 999 from the house phone and 112 from a mobile phone
* Follow advice from emergency services
* Inform parents as soon as possible to come and collect their child or meet them at hospital depending on what is decided
* If necessary, send the child with emergency services in an ambulance.

Please note that I will normally be unable to travel with the injured child due to having other children in my care.

After a serious accident, in addition to parents, I am required to notify –

* Ofsted - [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)
* The Health and Safety Executive - <http://www.hse.gov.uk/riddor/>
* My insurance company.

I will make all records including my Risk Assessments and my **Accident and First Aid Record** available to other agencies or professionals on request.

**Risk assessment** – risk assessments do not need to be in writing to comply with the Early Years Foundation Stage or Childcare Register. Risk assessments demonstrate how I aim to keep children safe. I continually look back at accident forms and do a further risk assessment after an accident or injury to ensure I am taking all necessary steps to protect children. I will then make changes to the environment, resources, equipment etc if I feel it is appropriate to keep children safer. Please see my **Health and Safety Policy** for more information.

**Accidents at home** – it is important that parents tell me about any accidents or injuries their child has had at home so I can make a record of what happened and contact emergency services or take advice from the child’s doctor if they are ill during the day. When parents inform me about accidents or injuries that have happened at home, I will complete an **Accident at Home Record** form and ask parents to sign.

**Record keeping** **and retention** – I am required to retain **Accident, Injury and First Aid Record** forms relating to serious or life-changing accidents until the child is 21 year and 3 months old for insurance purposes; I am required to retain documentation relating to minor accidents for ‘a reasonable period’ (EYFS, 2017) which is generally accepted to be 3 years. I will keep documentation as safely and confidentially as possible during this time.

If you have any questions about my Policy / Procedures or would like to make any comments, please ask.

Signed: Review date:

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