**Accidents and First Aid Policy and Procedure**

At Little Pickles Pre School safety is paramount and every measure will be taken to ensure children are protected from hurting themselves. However, accidents do occasionally happen and the following information sets out how accidents will be dealt with.

At least one member of staff with current Paediatric First Aid will be on the premises or on an outing at any one time. Paediatric First Aid qualifications will be appropriate to caring for infants and young children and approved by the Local Authority.

Little Pickles Pre School has valid Public and Employer’s Liability Insurance cover.

In order to deal with accidents and incidents we will ensure that:

•The first aid kit complies with the Health and Safety (First Aid) Regulations 1981.

•The first aid kit is regularly checked by a designated person. The designated person is

**\_\_\_\_\_\_\_\_\_\_\_\_\_Louise Exton-Brown \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

•The first aid kit is clearly marked and is easily accessible to adults and out of reach of children.

•The first aid kit is located …***hanging on the cupboard at entrance.***

•An accident record form (to record any accident, injuries and first aid treatment) is on the premises at all times and is easily accessible to enable a written record to be completed.

•The accident record form is completed as required with the date, time; details of the accident/incident, details of the first aid treatment administered and by whom and signed by staff and a witness. Parents will be informed as soon as possible of the accident /incident and asked to sign the accident record form on the day the accident occurred to acknowledge that they have been told about the accident and any first aid treatment administered.

•Staff members are aware of the location of the first aid kit, all staff in the setting will be put on first aid training as soon as reasonably possible.

•Parents/carers have signed the appropriate emergency medical treatment consent form upon their child’s registration to the setting.

•Medical advice/assistance is sought (GP or Hospital) where necessary.

All staff are aware of their responsibility to ensure a safe environment and the reporting of any health and safety issues in line with the setting health and safety policy.

The accident record form will be stored appropriately and will be reviewed regularly by the setting Manager to monitor trends and identify any areas within the environment that needs to be subjected to further risk assessments.

**Accident and First Aid Procedures**

**In the event of an accident in the setting staff will:**

•Reassure and comfort the child

•Assess the extent of the child’s injuries and administer first aid treatment, if necessary medical assistance will be obtained (doctor or ambulance)

•Inform parents either by ringing at the time of accident or as soon as practically possible

•Complete the accident record form with all required information, including names of any witnesses

•Parents/Carers upon collecting their child, will be asked to read the information detailed and sign the accident record form

**If the incident requires any emergency medical treatment the setting will:**

•Complete a full incident record

•Inform Ofsted

•Inform local child protection agencies

•Inform the Insurance Company

•Report to the Health and Safety Executive (RIDDOR)

It is important that parents keep the setting informed regarding their child’s condition following an accident and inform if they sought additional medical advice or care.

In the event of an accident in the home:

•Parents must inform staff of any accident at home so that staff can ask parents to complete and sign the pre-existing injuries form

•If staff see evidence of injury on a child, that has not occurred in the setting and has not been reported to any member of staff, parents will be asked for information on the incident and asked to complete and sign the pre-existing injuries form

**Duty to Safeguard Children**

•If staff are concerned that injuries sustained at home are not consistent with parental explanations, they will seek advice from Children’s services, Customer Service Centre in accordance with requirements to safeguard children (see the safeguarding policy and procedure)

This policy has been adopted by Little Pickles Pre School

Signed on behalf of the setting by:

Holly Murphy (Chairperson) Date: February 2023

Jodie Cook (Manager)

Review Date: February 2024