



Accidents and First Aid

January 2026- January 2027

EYFS: 3.13,3.33,3.36,3.37, 3.38,3.39

At Acorn Childcare Centre the safety of all children is paramount, and we have measures in place to help to protect children. However sometimes accidents do unavoidably happen.

We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen¹; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

Accidents

When an accident or incident occurs, we ensure:

- The child is comforted and reassured first.
- The extent of the injury is assessed and if necessary, a call is made for medical support/ambulance.
- First aid procedures are carried out where necessary, by a trained paediatric first aider.
- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses.
- Accidents that happen within Acorn Childcare Centre will be logged electronically using Tapestry, all accidents at our Out of School/ holiday club will be recorded on accident forms. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Incidents are recorded on specific incident forms.
- Parents are shown the Accident/Incident Report and informed of any first aid treatment given. They are asked to sign it the same day, or as soon as reasonably practicable after.

¹ An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

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

- The nursery manager/health & safety lead reviews the accident and incident forms at least monthly for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns are investigated by the nursery manager/H & S lead and all necessary steps to reduce risks are put in place.
- The nursery manager/health & safety lead reports any serious accidents/incidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- The Accident File is kept for at least 21 years and three months.
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately.
- Where medical treatment is required the nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident.
- The nursery manager/registered provider will report any accidents of a serious nature to Ofsted and the local authority children's social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department, or the Health and Safety Executive and their advice followed. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

Wrap around care:

First aid kits are to be taken outside every time the OOSC/holiday club children are outside. The kit will include accident forms to ensure they are completed immediately, and cold compress stored in insulated storage bag. These will then be taken back inside upon return and discussed with parent at collection.

Location of accident/incident files: Master copies are kept in each room. Completed copies are stored in the office for review and then archived.

Contact Details:

Organisation	Contact
Ofsted	Online report
Local authority children's social care team	01522 782111
Local authority environmental health department	01476 406498 or 406440.
Health and Safety Lead	Sarah Kennedy/Lorna Hodgett
RIDDOR report form	http://www.hse.gov.uk/riddor/report.htm

Head injuries

If a child has a head injury in the setting, then we will follow the following procedure:

- Comfort, calm and reassure the child.
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
- If the skin is not broken, we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child
- If the skin is broken, then we will follow our first aid training and stem the bleeding.
- Call the parent and make them aware of the injury and if they need to collect their child.
- Complete the accident form.
- Keep the child in a calm and quiet area whilst awaiting collection, where applicable
- We will continue to monitor the child and follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our paediatric first aid training.

Transporting children to hospital procedure

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. We will not attempt to transport the injured child in our own vehicles.
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together.
- Inform a member of the management team immediately.
- Always remain calm. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

First aid

The first aid boxes are located in: **each room and the lockable cupboard opposite the main office.**

These are always accessible with appropriate content for use with children.

Room leaders responsible for first aid kit checks to ensure the contents of the boxes are sufficient and replaces items that have been used or are out of date: Room leads/ H&S officer

The staff first aid box is kept **in the lockable cupboard opposite the main office**. This is kept out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

Defibrillators

A defibrillator is available in our main reception area and additional ones at Malcolm Sargent Primary School outside the main office, and at the front of the Y5/6 block.

The appointed person(s) responsible for adult first aid are Lorna Hodgett/Sarah Kennedy/Donna Downs/Sally Woods/Hollie Robbins/Martha Bomken

All the staff are trained in paediatric first aid and this training is updated every three years.

When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings, along with any medication that needs to be administered in an emergency, including inhalers etc.

Food Safety and play

Children are supervised during mealtimes and food is adequately cut up to reduce the risk of choking. We understand that learning experiences are provided through exploring different malleable materials the following may be used:

- Playdough
- Cornflour
- Dried pasta and pasta

These are risk assessed and presented differently to the way it would be presented for eating e.g. in trays,

Food items may also be incorporated into the role play area to enrich the learning experiences for children, e.g. fruits and vegetables. Children will be fully supervised during these activities.

Food that could cause a choking hazard, including raw jelly is not used.

Personal protective equipment (PPE)

The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

Dealing with blood

We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

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

Needle punctures 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.

We treat our responsibilities and obligations in respect of health and safety as a priority and provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

This policy is updated at least annually in consultation with staff and parents and/or after a serious accident or incident.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>January 2024 Reviewed and updated February 2025 – SK Reviewed January 2026 - SK</i>	<i>Lorna Hodgett</i>	<i>January 2027</i>



Accident report form

Name of person:

Room Time of accident/incident

Date Location of accident/incident.....

Witnesses.....

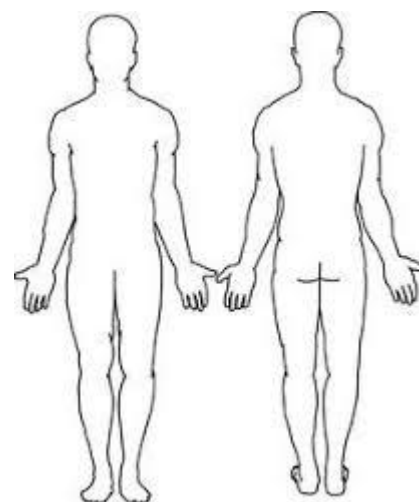
Parent/carer notified by.....

Type of injury

- | | |
|---|---|
| <input type="checkbox"/> Slips, trips and falls | <input type="checkbox"/> Choking |
| <input type="checkbox"/> Fall from height | <input type="checkbox"/> Exposure to toxins including allergens |
| <input type="checkbox"/> Child initiated | <input type="checkbox"/> Cuts and puncture wounds |
| <input type="checkbox"/> Accidental child initiated | <input type="checkbox"/> Strangulation/ asphyxiation |
| <input type="checkbox"/> Burns and scalds | <input type="checkbox"/> Other..... |
| <input type="checkbox"/> Crush injuries | |
| <input type="checkbox"/> Equipment | |
| <input type="checkbox"/> Bites | |

accident details including any First Aid administered or further treatment required because of the accident.

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If the injury was a bump on the head, please continue to observe your child closely for the next 24 hours. If they display any of the following symptoms, please contact your GP or local A&E department:

Headaches, which may be severe and persistent	Dizziness	Nausea
Vision disturbance	Poor balance	Confusion
Memory loss or difficulty remembering things	Poor concentration	Tiredness
Irritability	Anxiety	Low mood

Staff signature..... Date.....

Parent/carer signature..... Date.....

January 2025



Near Miss Accident Investigation Form

Staff Name Reporting Incident:	Date and Time of Incident:
Date Reported:	Location of Near Miss:

What corrective action steps have been taken to reduce the potential for similar incidents in the future?

Corrective steps taken, if still pending, list steps and follow up on all steps to completion.

Date of Investigation by Senior Lead Team:

Risk Assessment review required?

Yes ☐

No ☐

New Risk Assessment Required

Yes ☐

No ☐

(If yes, please attach risk assessment)

Name of staff member responsible for acting: Sarah Kennedy/Lorna Hodgett

Signature to confirm completion:

Date of completion:

The investigation should remain in an open status until all corrective action steps are completed