

Accident Injury and First Aid Policy

Policy Statement

At The Acorn Nursery School, we are committed to ensuring the health, safety, and wellbeing of all children, staff, and visitors. We follow the requirements of the Early Years Foundation Stage (EYFS) statutory framework to provide appropriate first aid treatment in the event of an accident or injury.

Legal Framework

This policy is based on the following:

- Statutory Framework for the EYFS
- Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Children Act 2004 (section 11)
- Control of Substances Hazardous to Health (COSHH) Regulations 2002

Aims of the Policy

- To ensure prompt and appropriate treatment for accidents and injuries.
- To meet the legal requirements for first aid provision.
- To provide staff with clear procedures to follow in the event of an incident.
- To ensure that all accidents and injuries are properly recorded and reported.
- To maintain effective communication with parents/carers regarding their child's health and safety.

Procedures for Accidents and Injuries

1. Minor Accidents

- First aid is administered by a qualified member of staff.
- Injuries are cleaned with sterile wipes or water.
- Ice packs are applied where appropriate.
- The child is monitored and comforted.
- A 'School Accident / Incident Form' is completed and shared with the parent/carer on the same day.
- The parent/carer signs the form on collection.

2. Serious Accidents/Injuries

- A senior member of staff (Manager, Deputy Manager or Room Leader) will be called immediately.
- Emergency services (999) are contacted if necessary.
- The child's parents/carers are contacted without delay.
- A senior member of staff (Manager, Deputy Manager or Room Leader) accompanies the child to hospital (if needed), taking their emergency contact and medical details.
- An incident report and risk assessment will be completed following a serious accident or injury.
- Depending on the severity of the injury, the nursery might need to inform its insurance company, the Local Safeguarding Partners, RIDDOR and / or Ofsted.

3. Head Injuries

- All head injuries, however minor, are treated seriously.
- Parents are informed by phone and given written guidance on signs of concussion.
- All staff working with the child are made aware of the injury to ensure that enhanced monitoring is carried out for the rest of the day.

First Aid Provision

- All staff at The Acorn Nursery School are Paediatric First Aid (PFA) trained. Training is renewed every 3 years.
- All new staff complete PFA training within three months of starting.

- First aid kits are checked every half-term, restocked as necessary, and located in key areas.
- First aid kits are compliant with Health and Safety (First Aid) Regulations.

Staff Responsibilities

- All staff must familiarise themselves with this policy and follow the procedures.
- All staff must report hazards or unsafe environments to the Health & Safety Officer.
- Staff must attend refresher first aid training as required.
- The manager ensures that training and kits are up-to-date and EYFS-compliant.

Accidents at home

To support our duty of care and ensure a consistent approach to safeguarding, we ask that all parents and carers inform the nursery of any accidents, injuries, or incidents that occur at home or outside of the setting. This includes bumps, bruises, cuts, or any other injuries your child may have sustained.

Sharing this information helps us:

- Ensure appropriate care and monitoring while your child is in our setting;
- Maintain accurate safeguarding and medical records;
- Prevent potential misunderstandings or duplication of accident reporting;
- Identify patterns of injury in line with our safeguarding duties under the EYFS framework.

Parents can report home incidents verbally at drop-off or via written communication (e.g. email, text message or WhatsApp). Any significant injuries will be documented by staff in our internal records for safeguarding oversight. Failure to report known injuries could result in gaps in care and may raise safeguarding concerns.

Risk Assessment, Review and Monitoring

- Risk assessments are in place to cover inside and outside areas, outings, visits and specific activities deemed to pose an increased risk to children. Individual risk assessments are carried out for any child or staff member who has a medical condition that requires close monitoring or specific care.
- Accidents and injuries are reviewed every half-term. In the case of a serious accident or injury, a further risk assessment is carried out immediately. The nursery will make changes to the environment, resources, equipment as deemed appropriate to keep children safer.
- This policy is reviewed annually or following a serious incident.