

Accident & Emergency Policy, First Aid

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 treatments. 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 practical, of any first aid treatment given

EYFS Statutory Guidance pg. 21

Our policy for accidents and emergencies is:

We believe that:

If a child has an accident or is taken ill suddenly whilst at nursery, staff will assess how serious this is and the course of medical attention required. The needs of the child will take priority, however, the views and wishes of parents and carers will be considered at all times. If it is felt that a child requires emergency hospital treatment this will be arranged prior to contacting parents. Accident/ incident forms will be completed for all accidents, a copy will be retained in the child's file and parents will also be given a copy.

Our Procedures for Accidents and Emergencies is:

In the event of a child attaining a minor injury at nursery or presenting with an illness, the appropriate first aid treatment will be given in line with paediatric first aid guidelines and the consent given by parents upon admission to the nursery. If it is felt that emergency treatment is required, the manager, or most senior person on duty, will decide whether an ambulance or taxi is needed* or where two staff are available staff may use an insured nursery car.

Our Lead First Aiders are:

Joanne Alvy, Carla Williamson and Katherine Gomersall

We support this by:

Having all our staff paediatric first aid trained.

The procedure for calling an ambulance is:

- The person in charge will dial 999 and request an ambulance;
- Clear and concise information will be given to the operator in relation to the child and their presenting injury/ symptoms;
- The child's parent or other emergency contact will be informed as soon as possible and arrangements will be made about where to meet etc;
- Where possible the child's key-person will accompany the child to hospital and ensure that information is passed on to the medical team. (In the event that the Key person is not available the staff member who the child

has the strongest bond with will go in there place. The key-person will stay with the child until a parent is able to be with the child;

- The key-person will take the child's personal file (including emergency contact details). The accident form will also be taken if there has been time to write this up.
- The key-person will contact nursery as soon as they are able to do so in order to update the accident record. The manager (or deputy) will inform OFSTED, RIDDOR and senior management at the earliest opportunity.

Serious accidents must also be reported to:

- Ofsted on 0300 123 1231
- For LADO referrals please complete the [LADO Referral Form](#) and return to CPRU.Reports@kirklees.gcsx.gov.uk. The LADO can be contacted at the Child Protection and Review Unit on 01484 221000. Updated on 05/02/2019

Ice packs will not be used above the neck and gel packs will be used with caution.

***The decision as to whether or not an ambulance is required will need to be made quickly and will be done at the discretion of the manager. The manager will need to consider the needs of the child and the nature and severity of the injury.**

Accidents/ injuries away from nursery

If your child has had an accident at home or elsewhere, please ensure that you inform a member of staff of this and give an explanation of the accident and the injury sustained. You will be required to complete an 'existing injury' form detailing the nature of the accident and injury and this will need to be signed and dated. This will be kept in your child's file.