



## 04 Health procedures

### 04.1 Accidents and emergency treatment

**Person responsible for checking and stocking first aid box:** Hayley Hatton

The nursery provides care for children and promotes health by ensuring emergency and first aid treatment is given as required. There are also procedures for managing food allergies in section 03 Food safety and nutrition.

- ❖ Parents consent to emergency medical treatment consent on registration.
- ❖ All staff are paediatric first aiders, who regularly update their training; First Aid certificates are renewed at least every three years.
- ❖ In line with the EYFS 2024 all staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be counted in ratios.
- ❖ A list of staff and volunteers who have current PFA certificates is displayed on the Parent Information board (with expiry dates) and is in our Parent Welcome Pack.
- ❖ All members of staff know the location of First Aid boxes, the contents of which are in line with St John's Ambulance recommendations as follows:
  - 20 individually wrapped sterile plasters (assorted sizes)
  - 2 sterile eye pads
  - 4 individually wrapped triangular bandages (preferably sterile)
  - 6 safety pins
  - 2 large, individually wrapped, sterile, un-medicated wound dressings
  - 6 medium, individually wrapped, sterile, un-medicated wound dressings
  - a pair of disposable gloves
  - adhesive tape
  - a plastic face shield (optional)
- ❖ No other item is stored in a First Aid box.
- ❖ Vinyl single use gloves are also kept near to (not in) the box, as well as a thermometer.
- ❖ The first aid box is easily accessible to adults and is kept out of the reach of children in the middle room.

- ❖ There is a named person in the setting who is responsible for checking and replenishing the First Aid Box contents.
- ❖ A supply of ice is kept in the freezer.
- ❖ For minor injuries and accidents, First Aid treatment is given by a qualified first aider; the event is recorded in the setting's Accident Record book. Parents may have a photocopy of the accident form on request. 'Bumped Head' form is completed, recorded and given to parents when injuries/accidents relate to the child's head.
- ❖ In the event of minor injuries or accidents, parents are normally informed when they collect their child, unless the child is unduly upset or members of staff have any concerns about the injury. In which case they will contact the parent for clarification of what they would like to do, i.e. collect the child or take them home and seek further advice from NHS 111.
- ❖ Medication is only administered in line with our Administering Medicines policy.

### **Serious accidents or injuries**

- ❖ An ambulance is called for children requiring emergency treatment.
- ❖ First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, 06.10 Death of a child on site procedure is implemented and the police are called immediately.
- ❖ The registration form is taken to the hospital with the child.
- ❖ Parents or carers are contacted and informed of what has happened and where their child is being taken to.
- ❖ The nursery manager arranges for a taxi to take the child and carer to hospital for further checks, if deemed to be necessary.
- ❖ Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital. This also includes if we have to ring an ambulance for the child.
- ❖ If additional staff are required to maintain ratios, in the event of a member of staff needing to go in the ambulance with the child, staff will ring to find an emergency replacement. If the nursery cannot find an additional member of staff we will implement our emergency closure policy.


### **Recording and reporting**

- ❖ In the event of a serious accident, injury, or serious illness, the designated person notifies the designated officer using 6.1c Confidential safeguarding incident report form as soon as possible.
- ❖ The setting manager is consulted before a RIDDOR report is filed.
- ❖ If required, a RIDDOR form is completed; one copy is sent to the parent, one for the child's file and one for the local authority Health and Safety Officer.
- ❖ The trustees are notified by the nursery manager of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care in order to be able to notify Ofsted and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always

within 14 days of the incident occurring. The designated person will, after consultation with the owners/directors/trustees, inform local child protection agencies of these events

### Further guidance

[Accident Record](#) (Early Years Alliance 2019)

This policy was adopted by	Abinger Common Nursery
On	March 2024
Date to be reviewed	March 2025
Signed on behalf of the provider	
Name of signatory	Mrs Emma Powell
Role of signatory (e.g. chair, director or owner)	Nursery Chair Person