

ACCIDENT, INJURY AND FIRST AID POLICY

WRITTEN BY RACHAEL DUNPHY | DATE: 26/08/2020

I aim to keep children safe. I stay within the ratios required by the Early Years and Foundation Stage (EYFS) and the Childcare Registers (see my Admission Policy for more information about ratios). I ensure my premises and equipment are safe to use through constant, robust risk assessments.

IF A CHILD HAS AN ACCIDENT

Children do sometimes have accidents. I have completed a paediatric first aid training course and I will use my knowledge to help the children in my care in an emergency situation. I have two fully stocked first aid kits, appropriate for use with children in the cabin and the house. These first aid kits are in labelled boxes. I also have a portable first aid kit to take on the school run. On outings, my large first aid bag will contain one of the full first aid kits and copies of all of the children's emergency details. I keep my first aid equipment up-to-date by logging when the box needs refreshing on the outside of it.

I will record information about the accident and any first aid administration on an Accident and First Aid Record Form, and ask parents to sign, ideally on the same day. If I do not see parents, I will message them to let them know that their child has had an accident and inform them of the steps I took to support their child. I then log all accidents centrally in my folder, with the detailed copies being kept in the child's individual folder.

SERIOUS ACCIDENTS AND INJURIES

If I am unable to help the child or if I am concerned about an injury, I will:

- contact emergency services to request an ambulance (999 from the house phone and 112 from a mobile phone);
- follow advice from emergency services;
- inform parents as soon as possible to come and collect their child or meet them at hospital, depending on what is decided;
- if necessary, send the child with emergency services in an ambulance;
- if necessary, send remaining children to my emergency childcare contacts while I accompany injured/sick child:
 - Richard Clutton (partner who works from home), 93 Cherry Tree Road, Walton, Wakefield, WF2 6LL / 07496854916

- Sonya Dunphy (mother who can be brought to the setting), 4A Briar Grove, Sandal, Wakefield, WF1 5LT / 07954138019
- Linda Gibbons (Ofsted registered childminder) / 35 Manor Crescent, Walton, WF2 6PG / 07733036395

***Please note:** *I may be unable to travel with the injured child due to having other children in my care and may have to send one of my emergency contacts instead.*

After a serious accident, in addition to parents, I am required to notify:

- Rutland Early Years Agency - enquiries@rutlandearlyyears.co.uk
- the Health and Safety Executive - <http://www.hse.gov.uk/riddor/>
- my insurance company

I will make all records, including my risk assessments and my Accident and First Aid Record, available to other agencies or professionals on request.

RISK ASSESSMENT

Risk assessments do not need to be in writing to comply with the Early Years and Foundation Stage (EYFS) and the Childcare Registers. Risk assessments demonstrate how I aim to keep children safe. I regularly look back at accident forms and do a further risk assessment after an accident or injury to ensure I am taking all necessary steps to protect children. I will then make changes to the environment, resources, equipment etc., if I feel it is appropriate to keep children safer.

ACCIDENTS AT HOME

It is important that parents tell me about any accidents or injuries their child has had at home so I can make a record of what happened and contact emergency services, or take advice from the child's doctor, if he/she is ill during the day. When parents inform me about accidents or injuries that have happened at home, I will complete an Accident at Home Record Form and ask parents to sign it.

RECORD KEEPING AND RETENTION

I am required to retain Accident, Injury and First Aid Record Forms until the child is 21 year and 3 months old for insurance purposes. I will keep documentation as confidentially as possible during this time. Please see my Retention Policy for more information.

If you have any questions about my policy/procedures or would like to make any comments, please ask.

SIGNED

DATED
