



Accident, Incident and First Aid Policy

Statement of intent

The safety of your child is paramount, and every measure will be taken to protect your child from hurting themselves. However sometimes accidents do unavoidably happen, and the following procedure will be carried out when dealing with the situation.

Method

We will complete a risk assessment every morning to minimize the risk of an accident occurring.

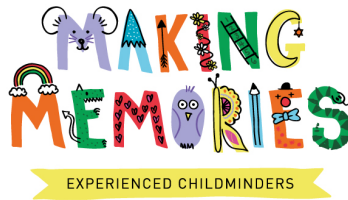
We are both paediatric first aid trained and update our training every 3 years
We teach and encourage the children to become aware of what hazards are i.e., picking up toys, sweeping up spilled sand/ water and how to look after themselves and others

In the event of a minor accident or incident or injury to a child we will

- Reassure the child
- Administer relevant first aid treatment
- Where necessary, we will contact the parent if a bump to the head or face has occurred.
- We will monitor the child for any signs of concussion.
- Parents will be required to sign an accident form

Serious accident or incident

- The child will be comforted and reassured
- Appropriate first aid undertaken
- We will call an ambulance (999) or seek medical advice (111) if necessary
- The parent will be contacted. If we cannot make contact then we will call the child's emergency contact on their registration form.
- The parent will be expected to collect the child and seek medical advice either from the DR, walk in centre or Accident and Emergency department.
- If necessary, send the child with the emergency services in an ambulance. Where possible and where all children remain safe we may travel in the ambulance with the injured child until parents arrive at the hospital.
- We will notify, children services, Ofsted, Early Years, the HSE and our insurance company of any serious accident, illness, injury or death of any child in our care, and of the action taken. This will be done within 14 days of the accident.
- After every accident, however minor, will be recorded and the parents will be asked to sign the accident or incident form.



Injury to us

In the unfortunate event that one of us has a serious accident at work that requires medical attention we will request for you to collect your child. In the meantime, the co-worker will stay with the children until you come and collect them or if working alone and under extreme circumstances our emergency contacts are

Joanne – Kieron (husband) contact number 07917717833

Helen – Chris (husband) contact number 07872503701

Accidents at home

It is important that parents tell us about any accidents or injuries their child has had at home so we can make a record of what happened and contact emergency services or take advice from the child's doctor if they are ill during the day. Parents will be required to complete an Accident at Home form.

First Aid box

We have a first aid box which is easily accessible with appropriate content for use with children. We also have one that we take on outings. First aid boxes are checked and replenished regularly.

Risk assessment

Risk assessments demonstrate how we keep children safe. We regularly look back at accident forms and do a further risk assessment after an accident or injury to ensure we are taking all necessary steps to protect children. We will then make changes to the environment, resources, equipment etc if we feel it is appropriate to keep children safer. Please see our Health and Safety Policy for more information.

Emergency treatment

Parents must sign a form in the unlikely event that their child needs emergency treatment.

Parents must keep us informed of any medical/hospital treatment following an accident.

Record keeping and retention

We are 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.

Policy adopted by Making Memories

Date: May 2018

Reviewed: August 2018, April 2020, April 2021 January 2024 January 2025