



Accident, Incident and Pre – Existing Injuries Policy (Including first aid)

Section 3 (3.25, 3.51, 3.52) of The Safeguarding and Welfare requirements within the Statutory Framework for the Early Years Foundation Stage 2023

The safety of the children is paramount within the setting, and we aim to ensure that the environment is safe and fit for purpose, in the event that a child or adult have an accident, or an incident occurs the Pre-school will ensure that:-

- A trained first aider, who holds a current paediatric first aid certificate will be present on the premises or during outings at all times during the session

First aiders are:-

Name	Date trained	Trainers
Claudia Bardetti	Sept 2023	Tigerlily
Tina Phillips	May 2023	Tigerlily
Katie Burrows	May 2022	Tigerlily

- First aid training is to be renewed every three years and must be approved by surrey county council and Ofsted, consistent with guidance and a minimum of twelve hours.
- The first aid box is accessible at all times and has appropriate content for children, the box will be checked periodically – every half term, to ensure stock levels and that the contents are within the expiry date, this will be done by the health and safety officer Liz Sheldon and the records stored in the first aid equipment folder.
- **First aid boxes are located on the kitchen counter, one in the grab bag and one in the garden area on the wall by the lobby door**



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Procedure

All accidents, incident / injuries and first aid treatment that occur during the session must be recorded on an accident / incident form. The form is to be completed by the member of staff who is witness to the accidents, incident / injuries or first on the scene, in conjunction with the attending first aider. This must be completed in black ink and in print. The parents and/or carers will be informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable after, and of any first aid treatment given.

Our accident and child incident records are;

- kept in a safe and secure place
- are accessible to staff and volunteers, who all know how to complete the forms
- Are reviewed half termly to identify any potential or actual hazards

The accident / incident record should contain:-

- The time, date and nature of any accident / incident
- Name of child involved
- A written description of the type and location of any injury and
- A completed body map
- The action taken by staff at the time including any first aid treatment given, any action taken later and who did what
- ¹The Lot number and expiry date of any first aid equipment used must be recorded.
- The form must then be signed by the staff member / first aider involved, supervisor and then the parent / carer, of the child involved.
- If the accident / incident involves more than one child separate forms must be completed for each child concerned.
- For confidentiality no additional children's names must be mentioned on these forms



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- All records are confidential and are stored within a locked cupboard, both accident, Pre-existing injuries and child incident forms are filed within the children's records, a summary of the accidents and child incidents that take place is kept for evaluation and analyse as part of the settings risk assessments procedures, which is completed termly by the health and safety officer Liz Sheldon and is kept securely at the front of the children's admissions folder.
- If a child's injuries are of a serious nature the emergency procedures must be followed

Reportable accidents and incidents

The Pre School is required to notify OFSTED on 0300 123 1231. This must be reported as soon as reasonably possible, but must be within 14 days of the incident, informing them of the occurrence and any actions that have been taken. This will include any instances of;

- Food poisoning affecting two or more children looked after on our premises;
- a serious accident or injury to, or a serious illness of a child in our care; and
- The death of a child in our care.

Local child protection agency (0300 123 1620) are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act upon any advice given by those agencies.

We meet the legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (08453009923) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- Any work related accident leading to an injury of a child or adult, for which they are taken to hospital;
- Any work related injury to a member of staff, which results in them being unable to work for seven consecutive days.



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- When a member of staff suffers from a reportable work-related disease or illness;
- Any death, of a child or adult, that occurs in connection with activities relating to our work; and
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as a gas leak

(For further information on reporting incidents to the H&S executive see the Pre-School Learning Alliance publication and incident book)

Pre-Existing injuries can be defined as;

- any existing injuries that a child arrives with, including any obvious injury, bumps and bruises

Accidents can be defined as;

- an event that happens unexpectedly and unintentionally, typically resulting in damage or injury.

Incident involving a child can be defined as:-.

Incidents can involve:-

- bullying and fighting and any intervention that was used
- an extreme reaction to a common situation e.g. hysterical response to thunder
- a developmental change that could impact on their safety– a child becoming able to reach a door handle etc..
- A child being restrained to protect themselves, and others
- Biting and other physical actions
- If the incident is of a sensitive nature and the child/ren involved are due to be picked up by someone other than their parent, the pre-school will attempt to talk with the parent via a telephone conversation or through the home contact



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book, and ask them to sign the incident form when they are next bringing their child to pre-school.

Head Injuries

- For head injuries parents should be informed by phone as soon as possible and advised of the situation and if the pre-school is at all concerned then the child will need to be picked up and the risk of concussion should be discussed with the parent / carer, and they should be advised to take the child to the doctor or A & E if at all concerned, the accident form must be signed by the parent.

Dangerous Occurrences;

Our incident book (incidents involving child behaviour are recorded on a separate form)

- We have ready access to telephone numbers for emergency services, including the local police.
Banstead police station: 0845 125 2222
Croydon police station: 0208 649 0015
Emergency's: 999 or 112
- The premises are rented from St. Margret's church and we have access to the responsible parties, numbers held in the diary and pre-school phone.
- We keep an incident book for recording major incidents, including those that are reportable to the H&S Executive.
- The incidents include;
 - A break in, burglary, or theft of personal or the settings property;
 - An intruder gaining unauthorised access to the premises;
 - A fire, flood, gas leak or electrical failure
 - An attack on a member of staff or parent on the premises or nearby;
 - Any racist incident involving staff or family in the settings premises



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- A notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises;
- The death of a child or adult, and
- A terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it or if it was reported to the police, and if so a crime number. Any follow up or insurance claim made, is also recorded.
- In the unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting the families. Our evacuation procedures will be followed. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services will be called, and the advice of these services followed.

Adopted by Chipstead Pre-school committee on: 6th August 2021

This policy was reviewed and amended by Liz Sheldon

Signed by: Liz Sheldon

Signature:

Date: 24-06-2022

10-08-2023