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**Beaumont Community Preschool & Childcare Groups**

**First aid and Accidents**

**Policy statement**

In Beaumont Community Preschool & Childcare Groups we are able to take action to apply first aid treatment in the event of an accident involving a child or adult.

At least one adult with a current first aid certificate is on the premises, or on an outing, at any one time. Newly qualified staff who achieved an early year’s qualification at level 2 or 3 on or after 30 June 2016 also have a paediatric first aid certificate in order to be counted in the adult: child ratios.

The first aid qualification includes first aid training for infants and young children. We have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

**Procedures**

The person responsible for checking and maintaining the first aid boxes is **Toomey Donachie.**

* Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed in each room within the setting.
* Our first aid boxes are accessible at all times to adults and are kept out of reach of children, complies with the Health and Safety (First Aid) Regulations 1981
* The first aid boxes are checked regularly and restocked when necessary, the list of continuous amounts of the contents within the first aid box are kept inside the boxes and staff are aware of replacing such items that are used.
* At the time of admission to the setting, parents give written permission for emergency medical advice or treatment to be sought, whether children’s paracetamol can be administered in the case of developing a high temperature in the setting and the parent has been contacted and is on their way to pick up the child (see Administering Medicines policy), application of hypoallergenic plasters if necessary, application of nappy cream (should be provided by parent/carer, if this is not provided and necessary to use) and also the application of sun cream (which should be provided by the parent/carer). If parents agree to consent they sign and date their written approval.
* Medication is only administered in line with our Administering Medicines policy.

**Minor Injuries**

* In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
* In the event of minor injuries or accidents, we normally inform parents when they collect their child, unless the child is unduly upset, or we have concerns about the injury. In which case we will contact the child’s parents for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP.
* If a child receives a head injury the parent will be informed by a phone call and parents are notified of possible signs, symptoms and measures to take after a head injury.

**Serious accidents or injuries**

* An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken.
* First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, 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 setting managers 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 accompany 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.

**Recording and reporting**

* Accidents and any first aid treatment given are recorded on individual child accident formats which are kept in the child’s accident file. For staff accidents are recorded within the settings staff accident book,
* All accident records are reviewed and recorded regularly the settings management team then are filed securely and kept in accordance to retention of records timescales and data protection guidelines. where there are consistent accidents caused/happen in particular areas or by equipment this is reviewed, and measures put in place i.e. risk assessments, monitoring, removal of equipment. where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.
* In the event of a serious accident, injury, or serious illness, the designated person notifies the designated officer using Confidential safeguarding incident report form as soon as possible.
* The setting’s line 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 setting 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 trustees, inform local child protection agencies of these events.

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| This policy was adopted at a meeting of | **Beaumont Community Preschool & Childcare Groups** |  |
| Held on |  | (date) |
| Date to be reviewed |  | (date) |
| Signed on behalf of the management committee |  |
| Name of signatory |  |
| Role of signatory (e.g. chair/owner) |  |