

ACCIDENTS, INCIDENTS & FIRST AID

Policy Statement

At Puffin's, all members of staff hold a current Paediatric First Aid certificate. First Aid training is booked within the first month of employment. Training must be completed within the first three months of employment or at least be booked, if possible.

Having all permanent staff First Aid trained allows all staff to take action to apply first aid treatment in the event of an accident.

At the time of admission to the setting parents'/carer's written permission for emergency medical advice or treatment to be given to their child (if needed) is required, including the parents/carers' signature and the date of their written approval.

It is also required at admission to the setting for parents/carers to sign a consent form allowing Puffin's Pre-School staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary, on the understanding that parents have been informed and are on their way to the hospital.

First Aid Kit

We hold a Childcare First Aid Kit which complies with OFSTED and the Health and Safety (First Aid) Regulations 1981.

There is a first aid box is situated in the following areas:

- Kitchen
- Office
- Pre-School
- Baby Room
- Outings Bags

All first aid kits are easily accessible to adults and is kept out of reach of children.

The First Aid Kit is checked and restocked, if required, once a month.

Procedure

In the event of an accident where first aid is required, the following procedures should take place:

- First aid is given to those needed by the most senior member of staff holding a current First Aid Qualification.
- No un-prescribed medication is given to children, parents/carers or staff.
- If required, the child/adult effected will be taken to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary.
- Parents/carers are contacted and informed of any accident that occurs involving the neck of a child and upwards, the treatment given and by whom.

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- Parents/ carers will be contacted about accidents to the rest of the body on a case-by-case basis.
- An accident/incident form is filled out and signed by the first aider, management and the parent/carer. Any serious accidents that require us to notify Ofsted, our Local Protection Agency, and/or RIDDOR, will be logged on our accident register within the Ofsted file. Accident/ incident forms will then be placed in each child's office file.
- If necessary, Ofsted, our Local Child Protection Agency, and/or RIDDOR will be notified of the accident/incident.

This policy was reviewed on:

Signed by:

Print: