

Ladybirds kinder Class

First Aid, Accidents and Emergency Treatment

Policy

Policy Statement

Ladybirds Kinder Class is committed to ensuring the safety and wellbeing of all children, staff, parents, volunteers, and visitors. We recognise our duty to record, report, and act upon all accidents and incidents, and to provide appropriate first aid in line with the Early Years Foundation Stage (EYFS 2025), Health and Safety at Work Act (1974), Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013), and Ofsted requirements.

Key Principles

- All accidents and incidents are recorded promptly, accurately, and confidentially.
- First aid is provided without delay by trained staff.
- Parents/carers are informed of any accident, incident, or first aid given to their child on the same day.
- Serious accidents/incidents are reported to RIDDOR, Ofsted, and the Local Authority where required.
- Records are monitored to identify patterns and reduce risk.

Definitions

Accident – An unplanned event resulting in injury or harm (e.g. fall, bump, cut).

Incident – An unplanned event that does not result in injury but poses risk (e.g. a near miss, security breach, lost child, aggression).

Serious Accident/Incident – One that requires medical attention, hospital treatment, or involves significant risk.

First Aid – The immediate help given to someone who is injured or unwell before professional medical treatment is available.

Procedures

1. First Aid Provision

- At least **one paediatric first aider** (trained to current EYFS/Ofsted standards) is on site and available at all times.
- A first aider will accompany children on all outings and visits.
- First aid boxes are:
 - Clearly marked, easily accessible, and regularly checked/restocked.
 - Kept in the main playroom, kitchen, and outdoor play area.
- A designated First Aid Officer (currently Mrs Simpson) ensures all kits are complete and in date.
- A record is made of all first aid administered, including details of the injury, treatment, and the staff member providing care.

2. Immediate Action After Accident/Incident

- The child/adult receives appropriate first aid by a trained first aider.
- If further medical treatment is required, emergency services are contacted and parents/carers informed immediately.
- Another staff member supervises the group to ensure safety is maintained.

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3. Recording

- **Accident Record Form** is completed on the same day by the staff member who witnessed or dealt with the accident.
- The record includes: date, time, location, details of the accident/incident, treatment given, staff present, and signatures of staff and parent/carer.
- **Incident Record Form** is completed for:
 - Aggression/violence towards staff or children.
 - Security issues (unauthorised access, missing child).
 - Near misses where no injury occurred but risk was present.

4. Informing Parents/Carers

- Parents/carers are informed on the same day about any accident, incident, or first aid administered.
- They are asked to sign the record to acknowledge receipt.

5. Reporting to Ofsted

- Ofsted is notified within **14 days** of any serious accident, illness, or injury, or of the death of a child while in our care, and of any action taken. Ofsted: **0300 123 1231**

6. RIDDOR Reporting

We comply with RIDDOR and report to the HSE:

- Deaths.
- Major injuries (e.g. fractures, loss of sight, amputations).
- Injuries leading to hospital treatment.
- Dangerous occurrences (e.g. gas leaks, structural collapse).
- Certain occupational diseases (e.g. dermatitis from cleaning products).

Reports are submitted online via:

 www.hse.gov.uk/riddor

7. Monitoring and Review

- The manager reviews accident/incident/first aid records monthly to identify trends and hazards.
- Risk assessments are updated if patterns or recurring risks are identified.
- The designated Health and Safety Officer ensures compliance with reporting requirements.

Roles and Responsibilities

- **Manager/DSL** – Ensures all accidents/incidents/first aid are recorded, reported, and monitored; makes statutory notifications.

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- **Staff** – Record accidents/incidents promptly, administer first aid, and inform the Manager/DSL.
- **Health and Safety Officer** – Monitors records, reviews risk assessments, and liaises with external agencies where required.
- **First Aid Officer** – Maintains first aid equipment and ensures staff training is up to date.

Related Policies and Procedures

- Health and Safety Policy
- Risk Assessment Policy
- Threats and Abuse Towards Staff and Volunteers Policy
- Safeguarding and Child Protection Policy

Review

This policy will be reviewed annually or sooner if statutory requirements change.

Reviewed: July 2025

Next Review Due: July 2026

Approved By: Mrs Atkinson

