



Statutory framework for the early years foundation stage – 31 March 2021

3.51. Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.

3.52. Registered providers must notify Ofsted or the childminder agency with which they are registered of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

Accidents and emergency treatment

Person responsible for checking and stocking first aid box: *Linda McLellan*

Acorn Playgroup and Pre-school provides care for children and promotes health by ensuring emergency and first aid treatment is given as required. There are also procedures for managing food allergies in section 03 Food safety and nutrition.

- Parents/carers consent to emergency medical treatment consent, when completing the New Starter Form.
- At least one person who has a current paediatric first aid (PFS) certificate is on the premises and available at all times when children are present. Acorn Playgroup and Pre-school aim for all staff to be paediatric first aiders and regularly update staff training. First Aid certificates are renewed at least every three years in line with their expiry date.
- All members of staff know the location of First Aid boxes, the contents of which are in line with St John's Ambulance recommendations as follows:
 - 20 individually wrapped sterile plasters (assorted sizes)
 - 2 sterile eye pads
 - 4 individually wrapped triangular bandages (preferably sterile)
 - 6 safety pins
 - 2 large, individually wrapped, sterile, un-medicated wound dressings
 - 6 medium, individually wrapped, sterile, un-medicated wound dressings

- a pair of disposable gloves
- adhesive tape
- a plastic face shield (optional)
- No other items are stored in the First Aid box.
- Vinyl single use gloves are also kept near to (not in) the box, as well as a thermometer.
- There is a named person in the setting who is responsible for checking and replenishing the First Aid Box contents.
- A supply of instant ice packs are available.
- For minor injuries and accidents, First Aid treatment is given by a qualified first aider; the event is recorded in our online learning journal (Tapestry) account and sent to the parent/carer.
- In the event of minor injuries or accidents, parents are normally informed via their online learning journal (Tapestry) account, unless the child is unduly upset or members of staff have any concerns about the injury. In which case they will contact the parent for clarification of what they would like to do, i.e. collect the child or take them home and seek further advice from NHS 111.

Serious accidents or injuries

- An ambulance is called for children requiring emergency treatment.
- First aid is given until the ambulance arrives on scene and the paramedics take over.
- The child will be accompanied to the hospital by a member of staff, along with the child's New Starter Form.
- Parents or carers are contacted and informed of what has happened and where their child is being taken to.

Recording and reporting

- In the event of a serious accident, injury, or serious illness, the designated person notifies the designated officer using 6.1c Confidential safeguarding incident report form as soon as possible.
- The setting 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.

This policy was adopted by Acorn Playgroup and Pre-school - March 2023

Acorn Playgroup and Pre-School Registered Charity Number 1054698

- The trustees are notified by the setting manager or deputy manager of any serious accident or injury to, or serious illness of, or the death of, any child whilst in our 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/s will, after consultation with the trustees, inform local child protection agencies of these events

Further guidance

[Accident Record](#) (Early Years Alliance 2019)