



Accident and Injury Policy

At Acorn Playgroup and Pre-school, we prioritise the safety and welfare of every child in our care, adhering strictly to the Early Years Foundation Stage (EYFS, September 2025). This policy outlines our procedures for accident prevention, appropriate and prompt response to injuries, and safeguarding the well-being of children during emergencies.

Preventing Accidents:

- Comprehensive risk assessments of indoor and outdoor areas, equipment, and activities are undertaken daily by our staff.
- Immediate resolution of identified hazards and clear documentation of actions taken are recorded.
- Age-appropriate education is provided to children on personal safety and awareness of potential risks.

Supervision and Staff Ratios:

- We always maintain staff-to-child ratios as per statutory requirements.
- Staff will consistently provide active supervision, promptly intervening to prevent accidents.

First Aid and Medical Assistance:

- All staff hold current Paediatric First Aid certification. Training is renewed every 3 years.
- Clearly labelled and regularly checked first aid kits are always accessible.
- Immediate contact of emergency services for serious injuries or medical conditions, followed by prompt parental notification will always be carried out.

Accident Reporting:

- Accurate, detailed recording of any accidents or injuries are recorded in children's online Tapestry accounts.
- Records include child's details, date, time, location, nature of injury, medical care provided, and persons involved.
- Records are reviewed monthly to identify patterns or recurring issues, taking preventative action as necessary.
- Pre-existing injury forms are carried out for any child who attend the setting with an existing injury. These are completed with the parent/carer of the child, including child's details, date, time, location, nature of injury, medical care provided, persons involved and the child's voice and signed by the parent/carer, key worker and Designated Safeguarding Lead (DSL) and filed in our accident folder. Monthly reviews take place to identify patterns or safeguarding concerns.

Parental Notification and Communication:

- Parents and carers are informed via telephone immediately following any significant injury, head injury or emergency, with clear communication on circumstances of the accident, actions taken and any required follow-up.
- Minor injuries are communicated to parents and carers via their Tapestry account at the earliest practical opportunity, with details of first aid administered.
- Paper copies of all accident forms are signed by the staff member involved and parents and carers upon collection of their child.

Emergency Contact Information:

- We maintain up-to-date emergency contact details, including parental information and alternate emergency contacts.
- Information regarding children's medical conditions, allergies, and specific needs are recorded on their New Starter form.
- Parents and carers are responsible for promptly updating the setting if there are any changes in their child's emergency information.

Review and Staff Training:

- Annual review of this policy, or more frequently if required by legislation, changes in best practice or following an incident.
- Continuous professional development is provided for staff to remain knowledgeable about best practices in accident prevention, incident response, and changes to EYFS requirements.

This policy was adopted by Acorn Playgroup and Pre-school on 01 September 2025