



Accident and First Aid Policy

Policy statement

At Ysgol y Foel Out of School Club we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

Procedures

- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form and report it to the nursery manager. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it on the same day, or as soon as reasonably practicable after
- The person in charge reviews the accident forms at monthly to look for any patterns, e.g. one child having a repeated number of accidents, a particular area in the setting or a particular time of the day when most accidents happen. Any patterns will be investigated by the person in charge and all necessary steps to reduce risks are put in place
- The person in charge will report serious accidents to the responsible individual for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- The Accident File will be kept for at least 21 years and three months
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
- Where medical treatment is required the person in charge will follow the insurance company procedures, which may involve informing them in writing of the accident
- The responsible individual will report any accidents of a serious nature to CIW. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

Emergency Contacts

CIW	03007900126
RIDDOR report form	http://www.hse.gov.uk/riddor/report.htm

Children's Accidents

If a child arrives at the setting with an injury then the staff will ask the parent to complete a 'Pre-Existing Injury Form'. A copy of this form will be kept with the child's registration form. The person in charge will monitor these injury forms on a regular basis taking note of the repeated number of accidents, who the child was with and how the injury was dealt with by the person caring for the child at the time.

Accidents whilst at Ysgol Y Foel Out of School Club

It states on the registration form that when a parent enrolls their child in our setting and they have signed their registration form, they have given permission for their child to be treated for minor injuries by a member of staff who is a qualified first aider.

If a child injures themselves whilst at the setting their injury will be treated as appropriate to the injury. An accident form will then be completed for the injured child containing their full name, the date and time of the injury and where and when the accident took place and the first aid treatment they received. This form is then signed by the parents on collection of their child.

Practitioners are aware of the need to contact a member of the senior management team whenever an accident occurs; a decision is then made, depending on the child's injury, whether or not to notify the parents straight away or when they collect their child.

Head injuries

If a child has a head injury in the setting then we will follow the following procedure:

- Calm the child
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
- If the skin is not broken we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child
- If the skin is broken then we will follow our first aid training and stem the bleeding
- Call the parent and make them aware of the injury
- Complete the accident form
- Keep the child in a calm and quiet area whilst awaiting collection
- We will follow the advice on the NHS website as per all head injuries
<https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our first aid training.

If the child has suffered a head injury and it has been agreed with the parent that the child hasn't needed to be sent home, the child will be monitored closely for any signs of concussion.

A head injury form will be given to parents that states the symptoms to look out for in case the child's concussion develops whilst at home.

If a child needs to go to the hospital, a senior member of the management team will make every effort to contact the parents. If the parents cannot be contacted on any of the phone numbers provided, the senior management member will take the child to the hospital along with their enrolment forms for information whilst another nursery practitioner continues trying to contact the parents.

Transporting children to hospital procedure

The staff member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle

- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the management team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

First aid

The first aid boxes are located in the setting and in the school's medical cupboard which staff have access to.

These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes regularly.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

Qualified First Aiders

All staff will hold a relevant First Aid qualification.

All childcare staff are trained in paediatric first aid and this training is updated every three years. When children are taken on an outing away from our setting, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

Personal protective equipment (PPE)

The setting provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

Dealing with blood

We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Staff, Visitors and Volunteer Accidents

Our accident book:

- is kept in a safe and secure place in the setting;
- is accessible to all of our staff who all know how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Reporting accidents and incidents

The setting will notify CIW as soon as possible, but at least within 14 days, of any instances which involve:

- Food poisoning affecting two or more children looked after on our premises
- A serious accident or injury to, or serious illness of, a child in our care and the action we will take in response; and
- The death of a child in our care

The setting will notify local child protection agencies of any serious accident or injury to a child, or the death of any child, while in our care and we will act on any advice given by those agencies. Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

Ysgol Y Foel Out of School Club will meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We will report to the Health and Safety Executive (HSE):

- Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment.
- Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
- Any work-related accident leading to an injury to one of our employees/ which results in them being unable to work for seven consecutive days. All work-related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident book.
- When one of our employees suffers from a reportable occupational disease or illness as specified by the HSE.
- Any death, of a child or adult, that occurs in connection with a work-related accident.
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as a gas leak.

Storage of Accident Forms

After the parent has signed the accident form, the forms will be placed in a central locked location and will be monitored on a regular basis (monthly) to identify any patterns in the accidents i.e. accidents happening in a similar way and in the same room, at the same time of day. If a pattern is noticed, then a risk assessment of that area will be taken, identifying the risk and possible areas for improvement to eliminate the risk entirely or prevent the frequency of them.

The setting will ensure that all injuries to employees and children be recorded in an accident book and kept on the premises. The accident book will comply with data protection legislation Accident forms will be collated and analysed at the end of each month to ensure that there is nothing the setting could do to prevent the accident. Once the accident has been analysed it will be filed in the child's individual folder which will be kept for 21 years and three months.

Legal framework

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

Further guidance

RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

This policy was adopted by	Ysgol Y Foel Out of School Club
On	8/7/25
Date to be reviewed	September 2026
Signed on behalf of the provider	Mrs Amanda Walker Mrs Caroline Conway Miss Brid O'Connell

