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 Person in Charge (Mrs Napper). 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 accident forms 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))
- Children's accident records will be retained for at least 21 years and three months, subject to the retention policy, insurer requirements and applicable law.
- 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, or authorised deputy acting for the registered provider, will ensure serious incidents are notified to CIW.
  Notify CIW promptly and no later than 14 days where required under Regulation 31. Separate HSE, safeguarding and environmental health reporting duties and deadlines also apply.

Emergency Contacts

CIW	0300 7900 126
RIDDOR report form	https://www.hse.gov.uk/riddor/report.htm
Emergency / urgent advice	999 / NHS 111 Wales

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. Any safeguarding concern must be escalated promptly under the safeguarding policy.

Accidents whilst at Ysgol Y Foel Out of School Club
It states on the registration form that when a parent enrols 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.

Record the child's name, date, time, location, circumstances, injury, treatment, staff and witnesses, and parent notification. Ask the parent to sign on collection; record any refusal or inability to sign.

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 in accordance with first aid training. Call 999 for serious symptoms such as a seizure, difficulty waking or suspected serious injury; seek NHS 111 Wales advice if unsure.
- For a minor bump, apply a wrapped cold pack for short periods, as appropriate.
- 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
- Follow current NHS guidance: https://www.nhs.uk/conditions/head-injury-and-concussion/
- For major head injuries we will follow our first aid training.

If the child remains at the setting following appropriate assessment, monitor closely and seek medical help if symptoms develop or worsen. Parent agreement does not replace medical assessment where indicated.

Give parents written head injury advice, including warning signs and the need for adult supervision for 24 hours.

If hospital assessment is required, contact the parents and arrange safe transport in accordance with clinical advice. Do not delay emergency treatment while seeking parental consent. If parents cannot be reached, contact emergency contacts and continue attempts to reach them.

Transporting children to hospital procedure
The staff member must:

- Call 999 immediately for a serious or life-threatening injury. Do not use a staff member's private vehicle in an emergency.
- 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
- Arrange cover to maintain required staff-to-child ratios, minimum staffing and first aid cover for remaining children.
- Inform a member of the management team immediately
- Remain calm and offer reassurance and appropriate support to children and staff following the incident.

First aid
The first aid boxes are located in the setting and in the school's medical cupboard which staff have access to.
First aid boxes are accessible to staff at all times and out of children's reach.
The designated first aider checks contents frequently, records checks and replaces used or expired items.
First aid provision follows the Health and Safety (First-Aid) Regulations 1981 and a suitable needs assessment.
Do not store medicines such as paracetamol in first aid boxes; follow the medication policy.

Qualified First Aiders
At least one adult caring for children on site must hold current full 12-hour paediatric first aid (PFA), with a minimum of one such trained adult per ten children.

Other staff, including regular volunteers and trainees counted in ratios, need current 6-hour emergency PFA. New starters should complete this within three months and may count in ratios meanwhile only if all other staff have the required current training. Renew certificates every three years. Maintain sufficient cover during absences and outings; take a first aid kit on outings. The provider also meets workplace first aid requirements.

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
Treat all blood and bodily fluids as potentially infectious.
- Use standard infection prevention precautions, including appropriate disposable gloves and aprons.
- Keep children away from spills. Use an appropriate spill kit or approved cleaning and disinfection product according to its instructions, COSHH assessment and Public Health Wales guidance. Dispose of waste safely and wash hands.

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
Notify CIW through CIW Online promptly and within 14 days of notifiable incidents under Regulation 31 and Schedule 4, including:
- 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

Notify local safeguarding agencies of serious accidents, injuries or deaths as required; follow safeguarding procedures immediately where abuse or neglect is suspected. Notify Environmental Health of relevant food poisoning incidents.
The registered provider will report qualifying work-related incidents to the appropriate enforcing authority under RIDDOR 2013. Report without delay where required and submit the report within 10 days; over-seven-day worker incapacity must be reported within 15 days.

- Work-related injuries to non-workers taken directly to hospital for treatment (not solely as a precaution).
- Specified work-related injuries to workers as defined by HSE.
- Work-related injuries causing a worker to be unable to perform normal duties for more than seven consecutive days, excluding the accident day but including rest days. Record incapacity lasting more than three consecutive days.
- 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.
- Dangerous occurrences specified in RIDDOR, whether or not injury results.

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.

Keep accident records securely with restricted access in line with UK GDPR and the Data Protection Act 2018. Review records monthly and retain children's records for the period stated above. Retain staff and RIDDOR records in line with applicable legal and insurer requirements.
Legal framework
Child Minding and Day Care (Wales) Regulations 2010 (as amended); National Minimum Standards (2026), Standard 10 and Annex B; RIDDOR 2013; Health and Safety (First-Aid) Regulations 1981 (as amended).

Further guidance
HSE: www.hse.gov.uk/riddor
Welsh Government: www.gov.wales/national-minimum-standards-regulated-childcare-children-age-12-years-statutory-guidance
CIW: www.careinspectorate.wales
Public Health Wales: phw.nhs.wales/knowledge-article/resources-for-childcare-and-education-settings/

Previous approval / version	6 July 2026
Date revised	24 November 2026
Name / position	Mrs Napper – Person in Charge
Approval authority	Out of School Club Committee (delegated authority)
Date approved	_____
Signature on behalf of provider	_____
Next scheduled review	July 2027