



Accidents, Incidents and First Aid Policy

Statement of Intent

At Little Explorers, the safety, health and wellbeing of all children is paramount. We take all reasonable steps to prevent accidents; however, we recognise that incidents may still occur.

This policy outlines how we:

- Respond to accidents and incidents
- Administer first aid safely and effectively
- Record, report and review incidents
- Minimise future risks

This policy is in line with the Early Years Foundation Stage (EYFS) 2025, Health and Safety (First Aid) Regulations 1981, RIDDOR 2013, COSHH Regulations, and NHS guidance.

Definitions

- **Accident:** An unplanned event resulting in injury (e.g. fall, bump)
- **Incident:** An event involving another person (e.g. pushed, collision)

First Aid Provision

First aid provision within the setting is determined through a first aid needs assessment, which considers:

- The number of children and staff
- The layout of the premises
- The nature of activities and level of risk
- Individual medical needs of children

Little Explorers ensures that:

- At least one member of staff with a valid paediatric first aid (PFA) certificate is on the premises and available at all times children are present
- A PFA-trained staff member accompanies children on outings

- A PFA-trained staff member is present in the room during mealtimes

All staff who are counted in ratio are required to hold a valid paediatric first aid certificate. New staff members must complete paediatric first aid training as soon as possible (within 3 months of commencing employment) and **must not be included in ratio until this is in place.**

To ensure high standards of care, the majority of staff across the setting are paediatric first aid trained.

The setting maintains a central record of first aid training and expiry dates to ensure certification remains valid at all times.

A designated member of staff is responsible for overseeing first aid arrangements, including:

- Monitoring training and expiry dates
- Checking and restocking first aid supplies
- Ensuring compliance with this policy

Location of First Aid Equipment

First aid boxes are located in:

- Preschool Coat Area
- Acorns Bathroom
- Caterpillars Cupboard
- Butterflies Cupboard
- Cocoons Cupboard
- Acorns Cupboard
- Garden (wall-mounted)
- Outings Bag
- Office (staff use only)

All first aid boxes:

- Are easily accessible at all times
- Are checked regularly, after use, and at least monthly
- Are restocked promptly

First aid box contents are determined through our first aid needs assessment and comply with HSE guidance.

No medication (e.g. paracetamol) is stored in first aid boxes.

Responding to Accidents and Incidents

When an accident or incident occurs, staff will:

- Comfort and reassure the child
- Assess the injury promptly
- Administer appropriate first aid by a qualified paediatric first aider
- Seek medical assistance where necessary

The staff member who witnessed or discovered the incident must:

- Complete an accident/incident record as soon as possible
- Ensure accuracy and clarity of information
- Seek witness statements where appropriate

Recording and Reporting

We ensure that:

- Parents/carers are informed on the same day or as soon as reasonably practicable
- Parents are asked to sign the accident/incident record
- All records are reviewed by management

The nursery manager will:

- Review records at least monthly to identify patterns (e.g. repeated accidents, locations, times)
- Implement actions to reduce risks where necessary

Serious Accidents and Reporting

Serious accidents or incidents will be reported as required to:

- Ofsted (within 14 days)
- Local Authority / Children's Social Care (if safeguarding concerns arise)
- Health and Safety Executive (HSE) under RIDDOR, where applicable

All incidents will be assessed by the management team against RIDDOR reporting requirements.

Under RIDDOR, incidents involving children are reportable where:

- The child is taken directly from the setting to hospital for treatment and
- The accident arose out of or in connection with the setting's activities (e.g. faulty equipment, inadequate supervision)

The registered provider will be informed of all serious incidents.

Head Injuries

In the event of a head injury, staff will:

- Comfort and reassure the child
- Assess severity of the injury
- Apply a cold compress where appropriate
- Administer first aid for any bleeding

Parents will be contacted immediately.

Children will be:

- Monitored closely
- Kept in a calm, quiet environment
- Observed for any changes in condition

We follow NHS guidance for head injuries.

Emergency services (999) will be called immediately if the child shows:

- Loss of consciousness
- Seizures
- Difficulty staying awake
- Repeated vomiting
- Problems with speech, balance or vision
- Fluid from ears or nose
- Severe mechanism of injury

Parents will be advised to seek medical advice via NHS 111 where appropriate.

Transporting Children to Hospital

If hospital treatment is required:

- An ambulance will be called for serious injuries
- Staff will not transport children in personal vehicles
- A senior staff member will contact the parent immediately
- A staff member will accompany the child with relevant records and comfort items
- Staffing will be adjusted to maintain ratios

If the situation is non-urgent, parents/carers are responsible for transporting the child.

Outings

When children are taken off-site:

- At least one staff member with a valid paediatric first aid certificate will accompany the group
- A fully stocked first aid kit is taken
- All required medication (e.g. inhalers, EpiPens) is taken
- Risk assessments are followed at all times

Food Safety and Safer Eating

Children are:

- Supervised at all times during eating
- Supported with appropriately prepared food to reduce choking risks

A staff member with a valid paediatric first aid certificate is present in the room during mealtimes.

Food is not typically used for play. Where sensory food play is used:

- Risk assessments are completed
- Food is clearly distinguished from food for eating

High-risk choking hazards are avoided.

Personal Protective Equipment (PPE)

PPE is provided and used when:

- Handling bodily fluids
- Cleaning spills
- Managing injuries

Staff are supported to use PPE appropriately, taking into account allergies and individual needs.

Dealing with Blood and Bodily Fluids

Staff will:

- Always wear gloves
- Use disposable materials
- Clean spills in accordance with COSHH regulations and infection control procedures
- Dispose of waste safely

Sharps and Needle Injuries

- Sharps are treated as hazardous waste
- Parents must provide an approved sharps container where required
- Full containers are returned to parents

If a sharp is found:

- The local authority will be contacted for safe removal

If an injury occurs:

- Immediate first aid is given
- NHS 111 or emergency services are contacted as appropriate

Storage of Records

All accident and incident records are:

- Stored securely and confidentially
- Accessible only to authorised personnel

- Managed in line with GDPR and the setting's data retention policy

Records are retained in accordance with legal and insurance requirements.

Monitoring and Review

This policy is:

- Reviewed annually
- Reviewed following any serious incident
- Updated in line with changes to legislation or best practice

Staff receive regular training in:

- Health and safety
- First aid
- Safeguarding

Linked Policies

- Safeguarding and Child Protection
- Health and Safety
- Safer Eating Policy
- Administering Medication
- Risk Assessment
- Infection Control

This policy was adopted on	Reviewed
<i>25/01/2022</i>	4th May 2026