

## Accidents and First Aid Policy

Updated in line with EYFS 2025, KCSIE 2025, and Working Together to Safeguard Children 2023.

At Ringle Rainbow Nursery, we aim to protect children at all times. We recognise that accidents or incidents may occur. This policy outlines the procedures for responding to accidents and injuries, ensuring appropriate first aid is administered, parents are informed, and safeguarding responsibilities are upheld.

### Accidents

The person responsible for reporting accidents, incidents, or near misses is the member of staff who witnessed the incident or was first to find the child. The incident must be recorded immediately on an Accident Form and shared with the nursery manager. Other staff may provide supporting statements. The parent must be informed and asked to sign the form on the same day or as soon as reasonably practicable.

The nursery manager reviews accident forms monthly to identify patterns (e.g., frequent accidents involving one child, or a recurring location/time). All necessary steps are taken to reduce future risk. Serious incidents are investigated, and a risk assessment is completed if needed.

The nursery manager will report serious accidents to the registered person, Ofsted, the local authority safeguarding team, or the Health and Safety Executive in line with RIDDOR requirements, within 14 days of the incident.

Accident records are stored securely in compliance with GDPR and retained for 21 years and 3 months.

### Head Injuries

If a child sustains a head injury, staff will assess and manage it using their first aid training, apply cold compresses if appropriate, and inform parents immediately. The child is kept calm and observed in a quiet area until collected. For serious injuries, NHS guidance is followed (<https://www.nhs.uk/conditions/minor-head-injury/>).

### Transporting Children to Hospital

In the case of a serious injury, staff will call 999. Parents will be contacted and asked to meet at the hospital. A staff member will accompany the child with relevant medical and registration information. Staff deployment will be managed to ensure continued supervision at the nursery.

### First Aid

First aid boxes are located in the kitchen and staff area, accessible to staff and regularly checked by the appointed person. They contain only approved items (sterile dressings, bandages, etc.). No medication is stored in these boxes. A list of paediatric first aid-trained staff is displayed in the nursery. A first aid-trained staff member will always accompany children on outings, with a first aid kit taken along.

As per EYFS 2025, at least one person with a current Paediatric First Aid (PFA) certificate is present at all times when children are on site or on outings. Newly appointed staff without PFA must be supervised at all times until training is completed.

### Food Safety and Play

Children are supervised during mealtimes. Food is cut to reduce choking risk. Food used for play is risk-assessed and differentiated from eating materials. Items such as playdough or dried pasta are presented separately. Children are supervised at all times.

### Personal Protective Equipment (PPE)

Staff must wear PPE during tasks involving bodily fluids to prevent cross-contamination. Blood spillages must be cleaned with gloves using sterilising fluid or diluted bleach (1:10). All waste must be disposed of safely and immediately.

### Needle Punctures and Sharps Injury

Any sharp object (needle, glass, etc.) found on-site must be treated as contaminated. Staff must wear gloves and report the item. Local authorities will be contacted for safe disposal. All such incidents are logged and assessed as potential safeguarding matters.

### Safeguarding and Reporting

All accident and first aid records are treated as safeguarding documentation. Staff monitor patterns or repeated injuries for signs of neglect or harm. Where safeguarding concerns arise, information is shared with the Designated Safeguarding Lead (DSL) and, if appropriate, external safeguarding agencies in line with Working Together 2023.

Digital accident logs are stored securely and comply with data protection and cybersecurity standards, in line with KCSIE 2025 guidance.

### Emergency Contacts and Notifications

Ofsted: 0300 123 1231

Local Authority Children's Social Care Team: 0300 041 6161

Local Authority Environmental Health Department: 01622 602 000

Health and Safety Executive: 01622 602 205

RIDDOR reporting: <http://www.hse.gov.uk/riddor/report.htm>

Review Date: 01/09/2025

By: P Reidy