



## **ACCIDENTS AND INCIDENTS (INCLUDING FIRST AID)**

Promoting health and hygiene.

### **Policy statement**

At Rainbow's End Pre-school all staff hold current first aid certificates and are qualified to apply first aid treatment in the event of an accident involving a child or adult. Most staff hold a paediatric first aid certificate. The first aid qualification includes first aid training for infants and young children. A list of staff and volunteers who have current PFA certificates is displayed in the setting and made available to parents.

All accidents are recorded in the accident book, minor incidents on incident forms to keep parents/carers informed.

### **Procedures**

Medication is only administered in line with Administering Medicines policy. Cold pack kept in fridge for minor bumps.

In the case of minor injury or accidents, first aid treatment is given by a qualified first aider. In the event of minor injuries or accidents, we will inform parents when they collect their child. If the child is unduly upset or we have concerns about the injury, we will contact the child's parents for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP. If an ambulance is required for children requiring emergency treatment we will contact parents immediately and inform them of what has happened and where their child has been taken. A member of staff will remain with the child at all times until the parent/carer can relieve them.

If a child enters the setting with a visible injury or requires first aid the parent/carer dropping the child off will be required to complete an incident form detailing the nature of the injury, allowing the preschool staff to monitor the child's progress appropriately over the session and apply further first aid if necessary.

First Aid Kits are available in both the main hall and garden. In addition, another First Aid is taken out on all excursions from the setting, enabling all injuries to be treated immediately.

The first aid kits comply with the Health and Safety (First Aid) Regulations 1981 and contains the following items only: Triangular bandages (ideally at least one should be sterile) - x 2 (min). Sterile dressings, several in assorted sizes. Composite pack containing 20 assorted (individually-wrapped) plasters. 1 Sterile eye pad (with bandage or attachment) e.g. No 16 dressing. 6 safety pins. 1 Guidance card as recommended by HSE. 1 Ice bags.

In addition to the first aid equipment, each box should be supplied with: 2 pairs of disposable plastic (PVC or vinyl) gloves. 1 resuscitation mouth guard. 1 plastic disposable apron. A children's forehead 'strip' thermometer.

The first aid boxes are easily accessible to adults and is kept out of the reach of children. Its contents are regularly checked ensuring all items are restocked taking into account used items and expiry dates. Person responsible for checking is LISA DAY. No un-prescribed medication is given to children, parents/carers or staff. At the time of admission to the setting, parents'/carers' written permission for emergency medical advice or treatment is sought. Parents/carers sign and date their written approval. Parents/carers sign a consent form at registration allowing staff to take their child to the nearest Doctors Surgery/Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the doctors or hospital.

Records are kept in the Accident book in black pen making clear when/where and how the accident occurred and how it was treated. Parents are asked to sign this at the end of the day. If it is a head injury then the child is monitored at regular intervals and this is recorded on the accident form. Parents/carers are informed of this at collection time (sooner by telephone if it is felt required) and given a head injury advice leaflet.

If there is an incident with another child this is recorded in the incident book on a form and parents are informed, this helps Rainbow's End monitor the safety of children and help us notice if there is a pattern of behaviour occurring.

If a child arrives with a pre-existing injury parents are asked to fill in the yellow pre-existing injury form which is added to a child's accident form history, this allows us to monitor for any patterns as per our safeguarding responsibilities.

The accident and incident folders are kept in the main cupboard and locked away each night, they are reviewed termly by the DSL for safe-guarding purposes.

### **Legal framework**

Health and Safety (First Aid) Regulations (1981) Further guidance. First Aid at Work: Your questions answered (HSE Revised 2015).

Basic Advice on First Aid at Work (HSE Revised 2012) Guidance on First Aid for Schools (DfE Revised 2014).

### **Policy Review**

As part of Rainbows End Pre-School monitoring of child protection and safeguarding this policy will be subject to periodic review.

Policy adopted by: Rainbow's End Pre-School  
Date: 01.01.2024  
Policy Review Date: 31.12.2024 (or sooner if required)