Accidents and First Aid Policy

Policy Statement
At Rooftops Montessori Day Nursery, the health, safety and welfare of children, staff, students, volunteers and visitors is of paramount importance. We are committed to providing a safe, secure and well-managed environments where risks are minimised and appropriate action is taken promptly in the event of an accident, injury, illness, incident or near miss.

This policy outlines the procedures for managing accidents, incidents and first aid arrangements within the nursery and ensures compliance with the following legislation and guidance:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Early Years Foundation Stage (EYFS) Statutory Framework
- Management of Health and Safety at Work Regulations 1999
- UK GDPR and Data Protection Act 2018

The nursery is committed to learning from accidents, incidents and near misses to continually improve health and safety standards and reduce the likelihood of recurrence.

Scope
This policy applies to:

- All children attending the nursery
- Employees, agency staff, students and volunteers
- Contractors and visitors
- All nursery activities, outings and off-site visits

Definitions
Accident
An unplanned and unintentional event resulting in injury, damage or ill health.

Incident
An event that may result in injury, distress, safeguarding concerns or disruption.

Near Miss
An unplanned event that did not result in injury or damage but had the potential to do so.

Responsibilities
The Registered Provider and Management Team Will:

- Ensure suitable first aid arrangements are always in place
- Ensure sufficient staff hold valid paediatric first aid qualifications in accordance with EYFS requirements
- Ensure first aid equipment is provided, maintained and readily accessible
- Ensure accidents, incidents and near misses are appropriately recorded and investigated
- Ensure RIDDOR reporting requirements are complied with where applicable
- Review accident trends and implement corrective actions where necessary
- Notify Ofsted and other relevant authorities of reportable incidents
- Ensure risk assessments are reviewed following accidents or incidents where necessary

Staff Will:

- Take reasonable care of their own health and safety and that of others
- Report all accidents, incidents and near misses immediately
- Follow first aid procedures and emergency arrangements
- Ensure children are appropriately supervised and reassured following an accident
- Record incidents accurately and promptly
- Report any safeguarding concerns to the Designated Safeguarding Lead (DSL)

Accident and Incident Procedures
When an accident or incident occurs, staff will ensure:

- The child or injured person is comforted, reassured and made safe
- The injury or condition is assessed immediately
- A qualified paediatric first aider administers appropriate first aid treatment where required
- Emergency services are contacted where necessary
- Parents/carers are informed as soon as reasonably practicable
- The accident or incident is accurately recorded on the nursery recording system
- The Nursery Manager is informed of significant incidents immediately
- Witness statements are obtained where appropriate
- Risk assessments are reviewed where necessary

The member of staff who witnessed the accident or first discovered the incident is responsible for ensuring the record is completed.

Accident Recording
All accidents, incidents and near misses must be recorded promptly and accurately.
Records must include:

- Date and time of incident
- Name of injured person
- Details of injury sustained
- Location of incident
- Description of how the incident occurred
- Treatment administered
- Name of first aider
- Witness details where applicable
- Parent/carer notification details

Accident records are stored securely via the Family online system.
Accident records relating to children will be retained until the child reaches 21 years and 3 months of age in line with legal limitation periods and insurance requirements.

Monitoring and Review of Accidents
The Nursery Manager will review accident, incident and near miss records regularly to identify:

- Recurring accidents involving individual children
- Hazardous areas or equipment
- Patterns linked to specific times, activities or staffing
- Emerging safety concerns

Lessons learned from accidents, incidents and near misses will be communicated to staff where appropriate and appropriate corrective actions will be implemented to reduce risks and improve safety standards.

Reporting to External Authorities
The Nursery Manager or Registered Provider will report incidents to relevant authorities where required.
This may include:

- Ofsted
- Health and Safety Executive (HSE)
- RIDDOR reporting system
- Local Authority Children's Services
- Environmental Health Department

Ofsted will be notified of any serious accident, injury or death of a child whilst in the provider's care, and of the action taken, as soon as reasonably practicable and within 14 days.

The Registered Provider or designated responsible person will determine whether incidents meet RIDDOR reporting thresholds.

Safeguarding Concerns
Where an injury causes safeguarding concerns, presents as unexplained, inconsistent with the explanation provided, or raises concerns regarding possible abuse or neglect, staff must immediately refer the matter to the Designated Safeguarding Lead (DSL).

All concerns will be managed in accordance with the Safeguarding and Child Protection Policy.

Head Injury Procedure
If a child sustains a head injury, staff will:

- Comfort and reassure the child
- Assess the severity of the injury
- Contact emergency services where necessary
- Apply a cold compress where appropriate
- Monitor the child closely for signs of deterioration
- Contact parents/carers immediately
- Record the incident fully

Children sustaining head injuries will remain under close supervision until collected where appropriate.

Parents/carers will be advised to continue monitoring the child following collection for symptoms including:

- Vomiting
- Drowsiness
- Confusion
- Severe headache
- Loss of balance
- Unusual behaviour

Where appropriate, a head injury sticker or identifier may be used to ensure all staff remain aware of the injury.

Choking Incidents
In the event of a choking incident:

- Staff will administer appropriate paediatric first aid immediately
- Emergency services will be contacted where required
- Parents/carers will be informed immediately
- Details of the incident will be recorded
- The cause of the choking incident will be reviewed to minimise recurrence

Children are always supervised during eating activities to reduce choking risks.

Transporting Children to Hospital
Where emergency hospital treatment is required:

- An ambulance will normally be called
- Parents/carers will be contacted immediately
- A suitable member of staff will accompany the child where required
- Relevant medical information and emergency contact details will accompany the child
- Staffing arrangements within the nursery will be reviewed to maintain safe supervision ratios

Private vehicles will only be used in exceptional circumstances following management authorisation and suitable risk assessment.

Where parents/carers cannot be contacted in an emergency, the nursery will act in the best interests of the child and consent to emergency medical treatment where required.

First Aid Arrangements
First Aid Equipment
First aid boxes are located throughout the nursery and are always accessible.

First aid kits are in:

The staff room
Nurture Nest 1
Nurture Nest 2
Wildflowers
Bloom Room

A staff first aid kit is maintained separately and stored out of reach of children.

First aid boxes are visually checked weekly and formally inspected and recorded monthly. Used or expired items are replaced promptly.

Only approved first aid supplies are stored within first aid kits.

Where an Automated External Defibrillator (AED) is available onsite, staff will follow training and manufacturer guidance.

Paediatric First Aid
The nursery ensures sufficient staff hold valid paediatric first aid qualifications to always meet EYFS requirements.

- Paediatric first aid certificates are renewed every three years
- At least one staff member with a current paediatric first aid qualification accompanies children on outings
- Emergency medication and first aid supplies are taken on outings where required

Lists of qualified first aiders are displayed within nursery rooms.

Food Safety and Choking Prevention
Children are supervised during meals, snacks and food-based activities.

Food is prepared appropriately to reduce choking risks and high-risk foods are managed carefully.

Food-based play activities are risk assessed to consider:

- Allergies and intolerances
- Choking hazards
- Cross-contamination risks
- Supervision requirements

Raw jelly cubes and other high-risk choking items are prohibited.

Further guidance is contained within the Food Play Policy.

Personal Protective Equipment (PPE)
Appropriate PPE, including disposable gloves and aprons, is provided where tasks involve:

- Bodily fluids
- Cleaning chemicals
- Infection control risks
- Personal care tasks

Staff must use PPE in accordance with training and nursery procedures.

Blood and Bodily Fluid Spillages
All blood and bodily fluid spillages will be managed safely and hygienically in accordance with infection control and COSHH procedures
Staff must:

- Wear disposable gloves
- Approved disinfectants effective against blood-borne pathogens will be used
- Dispose of contaminated materials safely

- Wash hands thoroughly following treatment or cleaning

Needlestick and Sharps Injuries
Sharps and broken materials must be treated as hazardous and handled carefully.
Where children require needles as part of medical treatment:

- Parents/carers must provide an approved sharps container
- Sharps containers must be stored safely and securely
- Full sharps containers will be returned to parents/carers for disposal

If discarded needles or sharps are found on nursery premises, the local authority will be contacted for safe removal.

Staff Accidents
All staff accidents, injuries, work-related ill health concerns and dangerous occurrences must also be reported, recorded and investigated in accordance with internal procedures and RIDDOR requirements where applicable.

Policy Monitoring and Review
This policy will be reviewed annually, or sooner following:

- Serious accidents or incidents
- Changes in legislation or guidance
- Significant operational changes
- Identification of trends or concerns

Rooftops Montessori Nursery works with external advisors and internal leads to ensure safety standards are upheld.

Health and Safety Advisor:
Supply ME Ltd
support@supply-me.co.uk
0113 4790810

This policy will be monitored and reviewed annually to ensure staff, children and visitor health, safety and welfare is continually promoted in the organisation.

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