



Safeguarding children

1.20 Accident and first aid: policy and procedures

At School House Nurseries we aim to protect children and staff at all times but we recognise that accidents sometimes happen. Therefore, we follow these procedures to ensure that everyone is properly 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.

Day-to-day, minor accidents

- If a member of staff sees that a child has had an accident they should comfort the child and gauge whether first aid needs to be administered.
- If first aid is required the member of staff should administer the first aid themselves if they have the relevant first aid qualification, or call over a first aider if not.
- The person responsible for reporting the accident (or near miss, if there is one) is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record the accident on an Accident Form in Famly and report it to the person leading the classroom.
- Parents must be informed of any first aid treatment given when they collect their child, asked to access the Accident Form on Famly, and asked to sign it.
- The Manager reviews the accident forms monthly looking for patterns (e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen.) Any patterns will be investigated by the Manager and all necessary steps to reduce risks are put in place.

Accidents which require medical attention

- Where medical attention is required (beyond what's required for a bump or a scratch/graze), a senior member of staff will notify the parents/carers as soon as possible whilst ensuring that the child is cared for appropriately.
- The accident should be recorded on an Accident Form, just as it would be if it were a minor accident.
- In these more serious cases, other staff who also witnessed the accident may be asked to provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.

How to report an accident – contacts	
Organisation	Contact
Ofsted	0300 123 1231
East Sussex County Council Duty and Assessment team	01323 747373
East Sussex County Council environmental health department	01273 471600
Health and Safety Executive (call for major injuries only)	0345 300 9923
RIDDOR report form	http://www.hse.gov.uk/riddorport.htm



- Where medical attention is required the Manager will follow the insurance company procedures, which may involve informing them in writing of the accident.
- The Manager will investigate serious accidents to establish what further action needs to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)).
- The Manager will report any accidents of a serious nature to Ofsted and the local authority children's social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed.
- The accidents will be kept for at least 21 years and three months in with the child's personal records.

Head injuries

If a child receives a head injury while in the setting then we will follow this procedure:

- Comfort, calm and reassure the child
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedures if this is required (see below)
- If the skin is not broken we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child
- 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 and if they need to collect their child
- Complete the accident form
- Keep the child in a calm and quiet area whilst awaiting collection, where applicable
- We will continue to monitor the child and follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our paediatric first aid training.

Accidents or injuries at home

- If a child comes to nursery with an injury parents should tell the member of staff on the door.
- The member of staff will ask the parent to fill in an 'Existing injury' paper form, which will then be kept in the child's black folder.
- The member of staff will log the injury on an 'Accident form' on Famly and ask the parent to acknowledge the form on Famly.
- If a member of staff spots an injury on a child at any time during the day, and that injury has not been sustained at nursery, they will complete an 'Accident form' on Famly and ask the parents to acknowledge it.
- All children's accidents are monitored by the management team and the child's Key Person over time.

Transporting children to hospital

If a serious incident happens and results in a severe injury the most senior member of staff present must:

- Call for an ambulance immediately. DO NOT attempt to transport the sick child in your own vehicle.
- Whilst waiting for the ambulance, contact the parents/carers 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.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together.
- Inform a member of the senior management team immediately.
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance.

First aid boxes

- We have three first aid boxes for children: one in the nappy changing room, one in the kitchen and one in mini monties classroom
- All the first aid boxes only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol, are kept in them.
- The Manager checks the contents of the boxes every month and replaces items that have been used or are out of date.

Our first aiders

We ensure there is at least one person who holds a current full (12 hour) paediatric first aid (PFA) certificate on the premises and available at all times when children are present (as per section 3.25, EYFS, 2021).

- The appointed person responsible for first aid is listed on Roles and Responsibilities.
- Almost all of the staff are trained in paediatric first aid and this training is updated every three years.
- All first aid trained staff are listed on our Roles and Responsibilities list, which is posted in every room and on the parent noticeboard in the corridor.
- When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who holds a current full (12 hour) PFA certificate. A first aid box is taken on all outings.

Food safety and play

Children are supervised during mealtimes and food is adequately cut up to reduce the risk of choking. The use of food as a play material is discouraged. However, as we understand that learning experiences are provided through exploring different malleable materials the following may be used:

- Playdough
- Cornflour
- Dried pasta, rice and pulses.

These are risk assessed and presented differently to how they would be presented if for eating (e.g. in tuff trays) so as not to confuse the children.

Food items may also be incorporated into the role play area to enrich the learning experiences for children e.g. fruits and vegetables. Children will be fully supervised during these activities.

Food that could cause a choking hazard, is not used.

Personal protective equipment (PPE)

- The nursery 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

We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Needle punctures and sharps injury

- We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.
- Parents of children requiring needles as part of managing a medical condition should supply the nursery with an approved sharps box for safe disposal. Full boxes will be returned to the parents.

At School House Nurseries we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

This policy was last updated and reviewed:

Reviewed date	Name	Signature
September 2025	Rachel Holmes	