

## **Accident and First Aid Policy**

### **Purpose**

Aflah Nursery is committed to providing a safe, secure and caring environment in which children can learn and develop. Whilst every reasonable precaution is taken to minimise risks, we recognise that accidents can occasionally occur. This policy sets out our commitment to responding promptly and appropriately to accidents, ensuring that children receive suitable first aid, that parents are kept informed and that accurate records are maintained.

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### **Our Commitment**

The safety and welfare of children is our highest priority. We ensure that appropriately stocked first aid equipment is readily available and will ensure that at least one person who holds a current Paediatric First Aid (PFA) certificate is on the premises and available at all times when children are present and accompanies children on outings. The nursery will ensure sufficient PFA-trained staff are available to meet the needs of children and maintain safe practice throughout the day. A first aid kit will be available during outings and at the setting and an inventory will be done monthly to check stock levels.

Whenever an accident occurs, staff will respond calmly and appropriately, providing immediate first aid where required and reassuring the child throughout. Children will remain under close supervision while ensuring the needs of the wider group continue to be met.

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### **Responding to an Accident**

Following any accident at the nursery, a member of staff will assess and administer first aid if needed. Where there is any concern regarding the severity of an injury, medical advice will be sought immediately and emergency services contacted where necessary.

Parents or carers will be informed of any accident involving their child as soon as reasonably practicable. In the event of a serious accident requiring emergency medical treatment, every effort will be made to contact parents immediately. If urgent hospital treatment is required and a parent or carer cannot be reached, a suitably authorised member of staff will accompany the child until the parent arrives. Under no circumstances will children be transported in a member of staff's private vehicle.

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### **Recording Accidents**

All accidents involving children, staff or visitors are recorded accurately and without delay using the nursery's Accident Record Form. Records will include details of the accident, any first aid administered, and the actions taken by staff.

Parents or carers will be asked to read and sign the accident record when collecting their child, acknowledging that they have been informed.

Where a child arrives at nursery with an injury sustained outside the setting, administer first aid if needed. Staff will discuss the circumstances with the parent or carer and, where appropriate, complete a Body Map Form to ensure a clear record is maintained.

### **Reporting Serious Accidents**

Aflah Nursery will meet all statutory reporting requirements following a serious accident, illness, injury or death involving a child whilst in our care.

The Nursery Manager will notify Ofsted of any serious accident, illness or injury to, or death of, any child while attending the nursery, together with details of the action taken. Notification will be made as soon as reasonably practicable and **within 14 days of the incident occurring**.

The nursery will also notify the relevant local child protection agencies of any serious accident, illness or injury to, or death of, any child whilst in our care and will act on any advice provided by those agencies.

Where an accident or injury is reportable under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**, the Nursery Manager will ensure that the Health and Safety Executive is notified within the applicable statutory timescale.

Parents or carers will be informed of any accident or injury sustained by their child on the same day, or as soon as reasonably practicable, together with details of any first aid or treatment provided.

Following any significant accident or incident, the Nursery Manager will review the circumstances and consider whether changes are required to risk assessments, supervision arrangements, staff practice, equipment or the nursery environment to reduce the likelihood of recurrence.

### **Transporting children to hospital procedure**

1. If the injury is severe, an ambulance will be called immediately. Staff are strictly prohibited from transporting the sick/injured child in their own vehicle.
2. Whilst waiting for the ambulance, the parent/guardian will be contacted, and an arrangement will be made to meet them at the hospital.
3. A senior member of staff must accompany the child and collect registration forms, relevant medication sheets and medication belonging to the child. A member of the management team must also be informed immediately.
4. Always remain calm. Children who witness an accident may be affected and may need lots of reassurance.

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### **Monitoring and Review**

Accident records are monitored regularly to identify any recurring patterns or emerging risks. Where trends are identified, appropriate action will be taken to improve the safety of the nursery environment and working practices.

This policy should be read alongside the Health and Safety Policy, Administration of Medicines Policy, Safeguarding and Child Protection Policy and Risk Assessment Policy.

Date Approved: August 2026

Review Date: August 2027

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