



## **Accidents and First Aid Policy and Procedure**

At least one member of staff with current Paediatric First Aid will be on the premises or on an outing at one time. Paediatric First Aid qualifications will be appropriate to caring for infants and young children and approved by Local Authority.

Bearhugs Nurseries Ltd has valid Public and Employer's Liability Insurance cover.

### **Accidents and Incidents**

In order to deal with accidents and incidents we will ensure that:

- The first aid kit complies with Health and Safety (First Aid) Regulations 1981
- The first aid kit is regularly checked by a designated person. The designated person for Horncastle is Jodie Troop and Catherine Macintosh in Tattershall.
- The first aid kit is clearly marked and is easily accessible to adults and out of the reach of the children.
- The first aid kit is in the hallway on a shelf in Horncastle.
- In Tattershall, the first aid kits are in each room in the sink units in Big Bears and Little Bears, and on the shelving unit in Baby Bears, there is also a first aid kit in the filing unit in the office.
- Accident/Incident forms are always on the premises and are easily accessible.
- Accident/Incident forms are completed as required with the child's full name, date, time, details of the Accident/ Incident, any first aid administered and signed by staff and a witness if witnessed. Parents will be informed as soon as possible of the accident/incident depending on the seriousness of the incident - this will be via phone if necessary or usually

at the end of the session. Parents/carers will be asked to sign the forms on the day the accident/incident occurred.

- Staff members are aware of the location of the first aid kits, accident/incident forms and the procedure for reporting.
- Parents/carers have signed the appropriate consent forms on their child's registration to the setting.
- Medical advice/assistance is sought (GP or Hospital) where necessary.

### **Emergency Procedure**

1. ASSESS SITUATION- SECURE FROM DANGER, REMOVE OTHER PEOPLE
2. TREAT IF NECESSARY- CALL ASSISTANCE (DOCTOR OR AMBULANCE)
3. INJURY- PREFORM ANY TREATMENT NECESSARY
4. INFORM PARENTS - EITHER BY RINGING, OR AT THE END OF THE SESSION, ACCORDING TO THE SEVERITY OF THE INCIDENT

**ANY SERIOUS ACCIDENT WILL BE REPORTED TO THE LOCAL HEALTH AND SAFETY EXECUTIVE (RIDDOR), OFSTED AND THE LOCAL Early Years Childcare Support Service.**

Signed on behalf of the setting by:

Manager/Owner .....

Date: 1<sup>st</sup> May 2020

Review Date: 1<sup>st</sup> May 2021