



FIRST AID - ACCIDENT AND INJURY POLICY

First Aid

The Life Nursery adhere to OFSTED and the Early Years Foundation Stage (2025) requirements of ensuring at least one member of staff has a current paediatric first aid certificate and is on the premises at all times. As a nursery, we choose to ensure that ALL staff are first aid trained and hold a valid certificate. We ensure that all staff attend training every three years.

The Life Nursery follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.

According to RIDDOR, an accident is a type of incident which is separate, identifiable, unintended and causes physical injury.

The purpose of this policy is to ensure that if an accident occurs at The Life Nursery appropriate action is taken and accurate information is recorded and communicated.

First Aid Boxes

We have two first aid boxes at The Life Nursery. These are located in the office and kitchen area and stored out of the reach of children. Dharmita Mistry is the lead person who is allocated to check the restock and expiry dates of the items in the first aid box, this is carried out half-termly and recorded. Another member of staff do these checks in the absence of Dharmita.

Defibrillator

The Life Nursery have a defibrillator which is kept in the office and accessible by all staff. The defibrillator does a self-check weekly/fortnightly/monthly. The battery is left in the defib at all times. The lead person, Dharmita Mistry (or in her absence another member of staff) will check the expiry dates of battery / pads and replace when out of date / depleted.

Existing Injuries

If a child comes to nursery with an injury, a member of staff should seek information as to how the injury occurred and ask parents/carers to complete fully and sign an 'existing injury record'. This will prevent other staff from mistaking injuries that happen at nursery with those that have happened elsewhere and may prevent a child suffering abuse outside the nursery. The child's welfare is paramount.

Accidents, Incidents and Injuries

Responsibilities:

The Nursery Manager / Deputy Manager will ensure that medical information and emergency contact numbers are kept up to date.

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner.

The Nursery Manager is responsible for ensuring that all staff members are paediatric first aid trained and the Manager and Deputy have First Aid at Work.

Procedures:

- Completed accident / incident forms must be kept securely and safe in the office and completed in full (eg number the form, child's name, date of birth, information)
- Blank accident / incident forms are accessible to staff and volunteers and are shown how to complete these during the induction process
- The Manager/Deputy will assess whether an injury can be dealt with in the nursery or if medical assistance is required or whether parents/carers are to be notified by telephone.

- Any member of staff who witnesses / administers first aid must write a detailed description on an accident / incident form and ensure that it is signed by the parents/carers of the child or children involved at the end of the session.
- If a child has a bumped head injury, a detailed description must be written on an accident / incident form and signed by the parents/carer of the child, together with providing parents with a copy of the 'bumped head' form at the end of the session.
- If accident / incident forms are not for whatever reason signed by the parent/carer at the end of the session, they **MUST** be notified by telephone.
- Where a child refuses eg. a cold compress or staff to examine the injury and it is deemed to be minor, staff are to respect the child's views and record that the child refused treatment on their individual accident / incident report form. Parents **MUST** be notified by telephone as soon as possible.
- All members of staff have a responsibility to ensure that the Manager / Deputy is informed when items from the first aid box are used. A system is in place to ensure that the first aid box is restocked on a regular basis. The Lead Person for this is Dharmita Mistry.

Reporting Accidents and Incidents

- Ofsted is notified as soon as possible, but at least within 14 days of any instance which involve:-
 - food poisoning, affecting two or more children
 - a serious accident or injury to, or serious illness of, a child in our care and the action that The Life Nursery will take
 - A death of a child in our care
- Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child in our care and will act on any advice given by those agencies
- Any food poisoning affecting two or more children or adults in the nursery, is reported to the local environmental health department (01274 434366).
- The Life Nursery meets legal requirements in the respect of the safety of employees and parents/carers complying with RIDDOR. We report to the local authority.
 - Any work related accidents leading to an injury to a child or member of staff for which they are taken directly to hospital for treatment.
 - Any work related accidents leading to a specific injury to a member of staff, such as fractured bones, the loss of consciousness due to head injury, serious burns or amputation.
 - Any work related accidents leading to an injury to a member of staff which results in them being unable to work for seven consecutive days or work related injuries need to be recorded on the staff accident report form.

Minor injuries: Accident/Incident Form

If an injury is minor and does not require medical assistance, the first aider/staff should deal with it and write up an accident/incident report as per above as soon as possible.

If the injury is minor but requires some medical assistance, the first aider/staff will contact the parents/carers and ask them to collect their child.

Serious Accidents and Injuries:

If the injury is serious and hospital treatment is required a member of staff should call an ambulance and the child's emergency contact. The member of staff should accompany the child in the ambulance with the child's registration form containing their medical information if the parent/carer is delayed or not available at the time. They will remain with the child until a relative has arrived. In the event of this happening, ensuring correct ratios of children and staff in the nursery.

Recording Accidents/Incidents:

All accidents and injuries, however minor, must be recorded on the child's individual accident form.

The accident record should include the following:

- Write the number in left hand corner for each form used
- Name of person reporting accident/incident
- Date and time of accident/incident
- Where and what happened
- Exact part of body injured and description
- Treatment given (if any).
- Parent/carer signature

Accident Reporting Forms at The Life Nursery

- Accident forms – to be completed if a minor accident
- Bumped head forms – to be completed and a copy given to parents of bumped head accidents
- Existing injury forms – to be completed by parents if child has an injury/mark when dropping off
- Incident forms – Incidents such as a child biting, nipping, hitting another child
- Child Accident Report form – used if medical assistance required
- Critical Incident Report form (to be completed within 14 days) – used if reporting serious accidents, illness, injury or death of a child
- Physical Intervention form – To be completed should a member of staff need to in an emergency restrain a child from causing injury to themselves or others
- Unexplainable Mark – to be completed by staff should they see a child with a mark but are not sure of how they have got it
- Staff accident form – to be completed by staff should they have an accident at work

Guidance – Early Years Foundation Stage (2025)

Reviewed by Louise Gray, Nursery Manager – September 2025

Policy read and agreed by:

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