

ACCIDENT & FIRST AID POLICY



At Little Eagles safety is paramount and every measure is taken to ensure children are protected from hurting themselves, however accidents do occasionally happen.

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

Little Eagles has valid Public and Employer's Liability Insurance cover and in order to deal with accidents we will ensure that:

- The first aid kit complies with the Health and Safety (First Aid) regulations 1981
- The first aid kit is regularly checked by a designated person (Dawn McCutcheon)
- The first aid kit is clearly marked and is easily accessible to adults and out of reach of the children
- The first aid kit is located in various known positions on site and in the lockers next to the setting
- An accident record form (to record any accident, injury and first aid treatment) is on the premises at all times and is easily accessible to enable a written record to be completed
- All accidents no matter how minor even if no wound shows will be recorded
- The accident record form is completed as required with the date, time, details about the accident, details of the first aid treatment and by whom and signed
- Parents will be informed as soon as possible of the accident and asked to sign the record to acknowledge that they have been informed and any first aid treatment administered
- Staff are aware of the location of the first aid kit, the name first aiders on duty and procedures
- Parents/carers have signed the appropriate emergency medical treatment consent upon registration
- All staff are aware of their responsibility to ensure a safe environment and the reporting of any health and safety issues in line with the setting health and safety policy
- The accident record will be stored appropriately and will be reviewed regularly to monitor trends and identify areas that may need to be subjected to further risk assessments.

Accident and First Aid Procedures

In the event of an accident in the setting staff will:

- Reassure and comfort the child
- Assess the extent of the child's injuries and administer first aid treatment, if necessary medical assistance will be obtained (doctor or ambulance)
- Inform parents either by ringing at the time of accident or as soon as practically possible
- Complete the accident record form with all required information
- Parents/carers upon collecting their child will be asked to read and sign the accident record

If the incident requires any emergency medical treatment the setting will:

- Complete a full incident record
- Inform the relevant authorities

It is important that parents keep the setting informed regarding their child's condition following an accident and if parent's sought additional medical advice or care.

In the event of an accident in the home:

- Parents must inform staff of any accident at home and sign the pre-existing injuries form
- If staff see evidence of injury on a child, that has not occurred in the setting and has not been reported it is our duty to Safeguard children therefore parents will be asked to sign the pre-existing injuries form, but if injuries are not consistent with parental explanations we will seek advice from Children's Services.