

## Accidents and emergency treatment

**Person responsible for checking and stocking first aid box:** *Sian Marsden*

- The setting provides care for children and promotes health by ensuring emergency and first aid treatment is given as required.
- Parents/carers' consent to emergency medical treatment consent on registration.
- We require that all staff have a current paediatric first aid (PFA) certificate and can respond to emergencies.
- We ensure that the training provider who delivers PFA training to our staff are competent and registered to do so.
- First Aid certificates are renewed at least every three years. In line with the EYFS, all staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work to be counted in ratios.
- Annual refresher courses also take place.
- All members of staff know the location of First Aid boxes, the contents of which are in line with St John's Ambulance recommendations as follows:
  - 20 individually wrapped sterile plasters (assorted sizes)
  - 2 sterile eye pads
  - 4 individually wrapped triangular bandages (preferably sterile)
  - 6 safety pins
  - 2 large, individually wrapped, sterile, un-medicated wound dressings
  - 6 medium, individually wrapped, sterile, un-medicated wound dressings
  - a pair of disposable gloves
  - adhesive tape
  - a plastic face shield (optional)
- No other item is stored in a First Aid box.
- Vinyl single use gloves are also kept near to (not in) the box, as well as a thermometer.
- A supply of ice pads is available in the freezer.
- For minor injuries and accidents, First Aid treatment is given; the event is recorded in the setting's Accident Record book or digital recording system. Parents/carers may well be handed a copy upon notification of the accident.

- In the event of minor injuries or accidents, parents/carers are normally informed when they collect their child, unless the child is unduly upset, or members of staff have any concerns about the injury. In which case they will contact the parent for clarification of what they would like to do, i.e. collect the child or take them home and seek further advice from NHS 111.

### **Serious accidents or injuries**

- An ambulance is called for children requiring emergency treatment.
- First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, our policy “Death of a child on site” procedure is implemented and the police are called immediately.
- The child’s Personal Information and Consent Form (which provides medical information) form is taken to the hospital with the child along with any other medical information including any medication we are administering in Preschool at the time and the relevant documentation.
- Parents/carers are contacted and informed of what has happened and where their child is being taken to.
- If the parents/carers do not arrive at the setting before the ambulance sets off for the hospital, a member of staff accompanies the child and remains with them until the parent/carer arrives.
- The setting manager arranges for a taxi to take the child and carer to hospital for further checks for minor injuries, if deemed to be necessary.

### **Recording and reporting**

- In the event of a serious accident, injury, or serious illness, the setting manager notifies the committee, as soon as possible.
- If required, a RIDDOR form is completed; one copy is sent to the parent/carer, one for the child’s file and one for the local authority Health and Safety Officer.
- Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, after consultation with the owners/directors/trustees, inform local child protection agencies of these events.

This policy was adopted at a committee meeting of Addingham Preschool	Date
Signed on behalf of committee	
Name and role of signatory	

