

## **04 Health procedures**

### **04.1 Accidents and emergency treatment**

**Person responsible for checking and stocking first aid box: Sally Williams**

**Karen Sweetman**

The setting provides care for children and promotes health by ensuring emergency and first aid treatment is given as required. There are also procedures for managing food allergies in section [03] Food safety and nutrition.

- Parents consent to emergency medical treatment consent on registration.
- All staff are paediatric first aiders, who regularly update their training; First Aid certificates are renewed at least every three years.
  - All members of staff know the location of First Aid boxes, the contents of which are in line with St John Ambulance recommendations.
  - Vinyl single use gloves are also kept near to (not in) the box, as well as a thermometer.
- There are named people in the setting who are responsible for checking and replenishing the First Aid Box contents.
- Cool packs are kept in the kitchen fridge.
- For minor injuries and accidents, First Aid treatment is given by a qualified first aider; the event is recorded on the setting's Accident Record documentation and signed by the adult collecting the child. Parents may have a photo-copy of the accident form on request.
- In the event of minor injuries or accidents, parents 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, [06.7] Death of a child on site procedure is implemented and the police are called immediately.
- The registration form is taken to the hospital with the child.

- Parents or carers are contacted and informed of what has happened and where their child is being taken to.

### **Recording and reporting**

- In the event of a serious accident, injury, or serious illness, the managers notify the Trustees using Confidential safeguarding report form as soon as possible.
- If required, a RIDDOR form is completed; one copy is sent to the parent, one for the child's file and one for the local authority Health and Safety Officer.
- The trustees are notified by the setting managers of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care in order to be able to notify Ofsted and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The managers will, after consultation with the trustees, inform local child protection agencies of these events.

### **Further guidance**

Accident Record (Early Years Alliance 2019)