



## Accidents and First Aid Policy

February 2025

At YMCA Childcare we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

### Accidents

Location of accident files: Stored in room filing cabinets.

- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form and report it to the Room Leader or Deputy Room Leader. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement and discuss with the Childcare Manager or Deputy. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it as soon as they collect their child.
- The Health and Safety Officer or deputy reviews the accident forms monthly for patterns, e.g. one child having a repeated number of accidents, a particular area in the setting or a particular time of the day when most accidents happen. Any patterns will be investigated by the Health and Safety Officer and reported to the Childcare Manager or Deputy Childcare Manager and all necessary steps to reduce risks are put in place.
- The Childcare Manager will report serious accidents to the Registered Person with Ofsted, the Childcare Programme Manager and the organisational Health and Safety Manager. Investigation for further action will be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- The Accident File will be kept, and is accessible, for at least 21 years and three months.
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately. Parents are also notified by telephone of any injuries to the face/head and any minor injuries that staff feel parent's need to know about before collection.
- Where medical treatment is required the Childcare manager or Deputy Childcare Manager will follow the insurance company procedures, which may involve informing them in writing of the accident.





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- The Childcare Manager/registered provider will report any accidents of a serious nature to Ofsted and the local authority children's social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

Organisation	Contact
Ofsted	<b>0300 123 1231</b>
Customer First (Suffolk)	<b>0808 800 4005</b>
Health and Safety Executive	<a href="http://www.hse.gov.uk/contact/index.htm">http://www.hse.gov.uk/contact/index.htm</a>
RIDDOR report form	<a href="http://www.hse.gov.uk/riddor/report.htm">http://www.hse.gov.uk/riddor/report.htm</a>

### Transporting children to hospital procedure

The Childcare Manager/staff member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the management team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.
- In an event of a minor injury where a child may need to attend A&E services and the parent or carer is unable to transport themselves, where possible a member of staff with business insurance and an appropriate child safety seat may transport the child accompanied by their parents or carers to the service.





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### **First aid**

The first aid boxes are located in each play room and kitchens where necessary.

These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid, checks the contents of the boxes regularly (the named Health and Safety Officers) and replaces items that have been used or are out of date.

There is a staff first aid kit kept on each site. This is kept out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

**The appointed person(s) responsible for first aid is the named Health and Safety Officers.**

A high percentage of the staff are trained in paediatric first aid and this training is updated face to face every three years, with staff undertaking an online refresher course every 12 months. Staff certificates are available for parents to view in the main reception area of each site.

All first aid trained staff are listed in the setting. When children are taken on an outing away from setting, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box/bag is taken on all outings, along with any medication that needs to be administered in an emergency, including inhalers etc.

### **Personal protective equipment (PPE)**

The setting provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

### **Head injuries**





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If a child has a head injury in the setting, then we will follow the following procedure:

- Comfort, calm and reassure the child
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see above)
- If the skin is not broken we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child
- If the skin is broken then we will follow our first aid training and stem the bleeding
- Call the parent and make them aware of the injury and if they need to collect their child
- Complete the accident form
- Keep the child in a calm and quiet area whilst awaiting collection, where applicable
- We will continue to monitor the child and follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our paediatric first aid training.

## Food Safety and play

Children are supervised during meal times and food is adequately cut up to reduce choking. The use of food as a play material is discouraged, however, we understand that learning experiences are provided through exploring different malleable materials. Any food play is risk assessed and presented differently to the way it would be presented for eating e.g. in trays.

Food items may also be incorporated into the role play area to enrich the learning experiences for children, e.g. fruits and vegetables. Children will be fully supervised during these activities.

Food that could cause a choking hazard, including raw jelly, is not used.

## Dealing with blood

We may not be aware that any child attending the setting has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of in the hazardous waste bins supplied immediately after use.





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### Needle punctures and sharps injury

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

At YMCA Childcare we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

### Near Misses

Any incident that is regarded as a near miss must be reported to the Childcare Manager. The Childcare Manager will then undertake an investigation and report the findings to the Health and Safety Manager using a Near Miss Form. The Childcare Manager will then ensure all necessary actions are taken as a result of the advice from the Health and Safety Manager.

<b>This policy was reviewed on:</b>	<b>Reviewed by:</b>	<b>Date for next review:</b>
19.02.2025	K. Streater	18.02.2026
<b>Signed on behalf of YMCA Trinity Group:</b>	A.Spence	

