



# Accident, Incident and First Aid Policy

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Lymestone Preschool is committed to providing a safe and healthy environment for all children, staff, volunteers, and visitors. While every reasonable precaution is taken to minimise risks, accidents and incidents can occur.

The preschool will ensure that appropriate first aid provision is available at all times and that all accidents, incidents, injuries, and first aid treatments are recorded, monitored, and reviewed to support children's safety and wellbeing.

The preschool complies with the requirements of the Early Years Foundation Stage (EYFS) and relevant health and safety legislation.

## **First Aid Provision**

Lymestone Preschool recognises the importance of providing prompt and effective first aid. All Early Years Practitioners employed by the preschool hold a current Paediatric First Aid qualification. This ensures that qualified first aiders are available throughout all preschool sessions, activities, and outings.

A suitably stocked first aid kit is maintained within the setting and accompanies children on all outings and visits.

The manager will ensure that:

- First aid kits are checked regularly and replenished as required.
- Staff qualifications are monitored and renewed before expiry.
- Staff are aware of the location of first aid equipment and emergency contact information.
- Any additional first aid equipment required for individual children is available and accessible.

## **First Aid Procedures**

In the event of an accident or injury:

- A qualified first aider will assess the situation and provide appropriate treatment.
- The child will be reassured and comforted.
- Appropriate hygiene procedures will be followed.
- Parents/carers will be informed as soon as reasonably practicable.
- The incident will be recorded in the accident record.

Where emergency medical treatment is required, staff will seek immediate medical assistance and contact emergency services if necessary.

Parents/carers will be contacted immediately where urgent medical treatment is required.

## **Recording Accidents**

All accidents involving children will be recorded on the child's learning journal account. Parents/carers will be notified through the learning journal system and asked to acknowledge that they have read the accident record.

Records will include:

- Date and time of accident.
- Details of the injury.
- How the accident occurred.
- Treatment administered.
- Name and signature of the staff member providing treatment.
- Name and signature of the parent/carer acknowledging the information.

Accident records will be retained in accordance with data protection and record retention requirements.

## **Head Injuries**

Any child who receives a bump, knock, or injury to the head will be monitored closely by staff within the setting.

Parents/carers will be informed immediately of any head injury, regardless of severity, and details will be recorded on the child's learning journal account.

**For minor head bumps**, children will remain in the setting and will be observed by staff. Parents/carers will be advised on collection and asked to continue monitoring at home.

**For significant head bumps or injuries**, staff will continue close monitoring in the setting and parents/carers may be asked to collect their child for continued observation at home. This decision will be made by the manager or designated safeguarding lead based on the child's presentation and level of concern.

Emergency medical assistance will be sought immediately if a child displays any concerning symptoms, including:

- Loss of consciousness.
- Vomiting.
- Drowsiness or unusual behaviour.
- Seizures.
- Difficulty walking or speaking.
- Any other symptoms causing concern.

## **Serious Accidents and Injuries**

If a child experiences a serious injury or medical emergency, staff will:

- Administer emergency first aid.
- Contact emergency services where required.
- Contact parents/carers immediately.
- Ensure a member of staff accompanies the child to hospital if a parent/carer is not present.
- Complete the necessary accident and incident records.

The manager will review the circumstances of the incident and implement any actions necessary to reduce future risks.

## **Incident Reporting**

An incident record will be completed for events that do not result in a physical injury but may affect the safety, wellbeing, or welfare of children, staff, or visitors.

Examples include:

- Behavioural incidents.
- Verbal or physical aggression.
- Near misses.
- Security concerns.
- Damage to property affecting safety.
- Situations requiring emergency procedures.

All incidents will be reviewed by the manager to identify any necessary actions, risk assessments, or policy updates.

### **Reporting Serious Incidents**

The manager will ensure that any accident, injury, illness, or dangerous occurrence that meets the reporting criteria under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) is reported to the appropriate authority within the required timescales. Where required, the preschool will also notify Ofsted and other relevant agencies.

### **Accidents and Incidents Involving Staff or Visitors**

Accidents involving staff, volunteers, contractors, or visitors will be recorded in the appropriate accident record.

The manager will ensure that appropriate action is taken to investigate incidents and minimise future risks.

### **Hygiene and Bodily Fluids**

Staff will follow appropriate hygiene procedures when administering first aid, including the use of gloves and safe disposal of waste. Further details are set out in the preschool's Infection Control Policy.

### **Monitoring and Review**

Accident and incident records will be reviewed regularly to identify patterns, trends, and potential hazards. Where concerns are identified, appropriate action will be taken.

The preschool committee will receive information regarding significant health and safety matters where appropriate.

### **Confidentiality and Record Keeping**

The preschool uses a secure online system, Learning Journal, to record and communicate children's accidents with parents/carers in a timely manner. Information will only be shared with those who have a legitimate need to know or where required by law.

This policy was approved by Lymptone Preschool Committee, and will be reviewed annually, or sooner if legislation, guidance or operational requirements change.

Reviewed: 05/06/2026