

# Accident, Injury and First Aid Policy



Ofsted registered Aurora Family work within 1 statutory frameworks –

- The Early Years Foundation Stage (EYFS, 2017)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596629/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf)

## Further policies and procedures

In addition to Safeguarding / Child Protection and Complaints (and a Complaints Record Log), there are several recommended ‘best practice’ Policies and / or Procedures such as:

- Accident, injury and first aid
- Behaviour
- Emergency procedures
- E-safety
- Fees
- Health and safety
- Healthy eating
- Medication administration
- Special educational needs and disabilities (SEND)
- Working in partnership with other settings and agencies
- Working in partnership with parents.

In addition to these ‘best practice’ Policies and Procedures, there are further P & Ps which you might find it useful to write to share with parents about how you work, including –

- Admission
- Animals and Pets
- Arrival and Departure Policy
- Biting
- Bullying
- Confidentiality
- Illness and infection control
- Physical intervention
- Toilet training
- Visitor procedures

## **Important information**

The attached document is a sample policy and / or procedure, provided by [Childcare.co.uk](http://Childcare.co.uk) to support your childminding practice. It is important that you read through the policy / procedure carefully and make sure it is suitable for your practice and ways of working. You should then adapt the wording to personalise it.

Every policy / procedure in your file and shared with parents and Ofsted must be relevant to you and your business. There is no point having a policy / procedure if you have not read it or you do not agree with the contents or if it is not useful or appropriate. You do NOT need to use every policy / procedure in the attached selection – they are provided by [Childcare.co.uk](http://Childcare.co.uk) for your use because they have been requested by colleagues – they might or might not be useful to you.

These policies / procedures are for use by childminders in **England** who are registered with **Ofsted**. If you are registered in Scotland or Wales your policies must reflect your National Standards.

If you need any further written Policies and Procedures, please ask –[www.aurorafamily.co.uk](http://www.aurorafamily.co.uk)

Thank you.

Written for and on behalf of: [Aurorafamily.co.uk](http://Aurorafamily.co.uk)

# Accident, Injury and First Aid Procedures

Written by Sarah Magon

Date: 10 August 2020

We aim to keep children safe with adequate supervision according to their needs whilst on the farm they will always be supervised.

We ensure our premises and equipment are safe to use through constant, ongoing dynamic risk assessments – see our **Health and Safety Policy** for more information.

## **If a child has an accident**

Children do sometimes have accidents. I have completed a Paediatric First Aid training course and I will use my knowledge to help them. I have a fully stocked first aid box appropriate for use with early years children in the premises and another first aid kit which we take on outings.

We will record information about the accident and any first aid administration on an **Accident and First Aid Record** form and ask parents/carers to sign – ideally on the same day. If we do not see parents, we will message them to let them know that their child has had an accident and the steps we took to support their child.

## **Serious accidents and injuries**

If we are unable to help the child or if we are concerned about an injury we will –

- Contact emergency services to request an ambulance – 112 from a mobile phone
- Follow advice from emergency services
- Inform parents as soon as possible to come and collect their child or meet them at hospital depending on what is decided
- If necessary, send the child with emergency services in an ambulance.

Please note that we will normally be unable to travel with the injured child due to having other children in our care.

After a serious accident, in addition to parents, we are required to notify –

- Ofsted - [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)
- The Health and Safety Executive - <http://www.hse.gov.uk/riddor/>
- Our insurance company.

We will make all records including our Risk Assessments and our **Accident and First Aid Record** available to other agencies or professionals on request.

**Risk assessment** – risk assessments do not need to be in writing to comply with the or Childcare Register. Risk assessments demonstrate how we aim to keep children safe. we regularly look back at accident forms and do a further risk assessment after an accident or injury to ensure we am taking all necessary steps to protect children. we will then make changes to the environment, resources, equipment etc if we feel it is appropriate to keep children safer. Please see our **Health and Safety Policy** for more information.

**Record keeping and retention** – We am required to retain **Accident, Injury and First Aid Record** forms relating to serious or life-changing accidents until the child is 21 year and 3 months old for insurance purposes; I am required to retain documentation relating to minor accidents for ‘a reasonable period of time’ (EYFS, 2017) which is generally accepted to be 3 years. I will keep documentation as safely and confidentially as possible during this time.

If you have any questions about my Policy / Procedures or would like to make any comments, please ask.

Signed: Sarah Magon

Review date: 10 August 2021