St. Nicholas
Nursery & Preschool

ACCIDENTS AND EMERGENCY TREATMENT POLICY

Accidents and emergency treatment

Person responsible for checking and stocking first aid box: Anjana Shah/Vjollca Marini

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. A list of staff and volunteers who have current PFA certificates is displayed in the setting.
- 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
  - 6 small, individually wrapped, sterile, un-medicated wound dressings

- a pair of disposable gloves
- adhesive tape
- alcohol free wipes
- 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.
- There is a named person in the setting who is responsible for checking and replenishing the First Aid Box contents.
- A supply of ice is kept in the main kitchen freezers.
- For minor injuries and accidents, First Aid treatment is given by a qualified first aider; the event is recorded in the Famly app, all parents are having the access of it and they have to acknowledge this via app.
- 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, Death of a child on site procedure (see Safeguarding policy) 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.

- The Nursery Manager arranges for a taxi to take the child and carer to hospital for further checks, if deemed to be necessary.

Recording and reporting

- In the event of a serious accident, injury, or serious illness, the designated person notifies the designated officer using Confidential safeguarding incident report form as soon as possible.

- The setting's line manager is consulted before a RIDDOR report is filed.

- 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 owners/directors/trustees are notified by the setting manager 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 designated person will, after consultation with the owners / directors / trustees, inform local child protection agencies of these events.

This policy was reviewed by Anjana Shah in September 2026. Date of next review will be in September 2027.