



Accidents and Emergency Treatment Policy

Introduction

Houghton and Wyton Pre-school is committed to maintaining a safe environment and responding promptly and effectively to accidents and emergencies. This policy outlines our procedures for first aid, emergency treatment, and communication with parents and agencies, in line with the **Statutory Framework for the EYFS (2023)**.

Aim

To ensure children, staff, and visitors receive appropriate first aid and emergency care, and that all accidents are recorded, reported, and reviewed effectively.

Objectives

We will:

- Provide qualified paediatric first aiders during all operational hours
- Ensure first aid kits are well maintained and accessible
- Record and report accidents in line with EYFS and local authority guidance
- Inform parents and external agencies where necessary

Roles and Responsibilities

- **Manager/Deputy:** Ensures staff are trained in first aid and accident procedures, and oversees reporting to parents, Ofsted, or RIDDOR where required
- **First Aid Trained Staff:** Deliver immediate care and record incidents appropriately
- **All Staff:** Follow first aid procedures and report concerns or incidents to the Manager
- **Parents/Carers:** Provide up-to-date medical information and emergency contact details

Implementation Procedures

1. First Aid Provision

- A **paediatric first aider** is present at all times on site and on outings
- First aid kits are located:
 - In the kitchen (main kit)
 - In the pre-school room (compact kit)
- First aiders complete training every 3 years
- The Health and Safety Officer checks and replenishes kits termly or after use

2. First Aid Kit Contents

As recommended by St John Ambulance:

- Disposable gloves, face shields, bandages, dressings, plasters, wipes, scissors, thermometer, finger guards, burn dressings, and cold packs
- Sterile eye wash and eye pad dressings

3. Minor Accidents

- Treated by a qualified first aider
- Recorded on an accident form on Family, which is:
 - Shared with parents the same day
 - Signed by staff and parent
- Parents are informed of all head bumps and asked to monitor at home

4. Serious Accidents or Emergencies

- An ambulance is called if:
 - The child is unconscious, has difficulty breathing, or suffers a severe injury
- A qualified first aider remains with the child
- Parents are contacted immediately. If unreachable, a senior staff member accompanies the child to hospital with the child's details and emergency consent form



- The incident is reported to:
 - **Ofsted** and/or **local child protection team** (as required under EYFS 3.52)
 - **RIDDOR** (HSE) if legally required – this is completed by the Manager or nominated Health and Safety Officer

5. Recording and Confidentiality

- Accident forms are stored securely in line with the **Data Protection Act 2018** and UK GDPR - Accident records are retained for a minimum of 21 years or in line with local authority guidance
- All forms include:
 - Date, time, location
 - Description of incident and injury
 - First aid given and by whom
 - Actions taken (e.g. calls made, child collected)
- Patterns are reviewed termly to improve safety practice

6. Follow-up and Monitoring

- All accident records are reviewed by the Manager termly to identify patterns or risk factors
- Health and Safety audits include review of accident logs and first aid readiness

7. Local Emergency Resources

- Defibrillators are located at:
 - Houghton & Wyton Medical Centre
 - In the old red phone box by the Three Horseshoes pub
- Their use is included in emergency training discussions

Monitoring and Review

See also: Health and Safety Policy for broader accident prevention and risk assessment procedures. This policy is reviewed annually by the Manager and Board of Trustees or sooner following a serious incident or update to EYFS or health and safety regulations.

Legislation and Guidance

- Statutory Framework for the EYFS (2023) – sections 3.50 to 3.52
- Health and Safety (First Aid) Regulations 1981
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)
- Data Protection Act 2018 and UK GDPR
- St John Ambulance First Aid Standards

Acknowledgment

All staff and volunteers must read and follow this policy. By doing so, they help ensure a safe environment and effective emergency response for all children.