



Danbury Pre-School



Registered Charity no: 1111808

Accredited PSLA membership no: 10584 DFES/Ofsted nos: 581607 / 542542

Tel: 0845 643 0076

Website: <http://www.danburypreschool.org.uk>

First Aid And Recording And Reporting Of Accidents And Incidents

First aid

Policy statement

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises or on an outing. The first aid qualification includes first aid training for infants and young children.

EYFS key themes and commitments

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
<i>1.3 Keeping safe 1.4 Health and wellbeing</i>	<i>2.2 Parents as partners 2.4 Key person</i>	<i>3.2 Supporting every child 3.4 The wider context</i>	

Procedures

- The first aid box is easily accessible to adults and is kept out of the reach of children.
- Un-prescribed medication is only given to children, parents or staff in exceptional circumstances.

- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to escort their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Recording and reporting of accidents and incidents

(Including procedure for reporting to HSE, RIDDOR)

Policy Statement

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

EYFS key themes and commitments

General Welfare Requirement: Suitable premises environment and equipment

Outdoor and indoor spaces furniture and toys must be safe and suitable for their purpose.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
<p><i>1.3 Keeping safe</i></p> <p><i>1.4 Health and wellbeing</i></p>	<p><i>2.2 Parents as partners</i></p> <p><i>2.4 Key person</i></p>	<p><i>3.4 The wider context</i></p>	

Procedures

Our accident book:

- is kept safely and accessibly;
- is accessible to all staff and volunteers, who know how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our incident book. See below.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's *Accident Record* publication.

Our incident book

- We have ready access to telephone numbers for emergency services, including local police.
- We rent premises and ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.

- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, theft of personal or the setting's property;
 - an intruder gaining unauthorised access to the premises;
 - fire, flood, gas leak or electrical failure;
 - attack on member of staff or parent on the premises or nearby;
 - any racist incident involving staff or family on the premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of the children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded under separate cover.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

Further guidance

- First Aid at Work: Your questions answered (HSE 1997)
www.hse.gov.uk/pubns/indg214.pdf
- Basic Advice on First Aid at Work (HSE 2006)
www.hse.gov.uk/pubns/indg347.pdf
- Guidance on First Aid for Schools (DfEE)

www.teachernet.gov.uk/doc/4421/GFAS.pdf

- RIDDOR Guidance and Reporting Form

www.hse.gov.uk/riddor/index.htm

This policy was adopted at a meeting of	Danbury Pre-School
Held on	<hr/> 24.01.12 (date)
Date to be reviewed	<hr/> Annually (date)
Name of signatory	<hr/>
Role of signatory (e.g. chair/owner)	<hr/> Chair <hr/>