**First Aid, Accident and Hospital Policy**

The safety of your child is paramount and every measure will be taken to ensure they are protected from hurting themselves. However, accidents do happen and the following information details how the incident will be dealt with:

* Your child will be comforted and reassured.
* The extent of your child's injuries will be ascertained and if necessary medical assistance will be called for.
* Necessary first aid procedures will be carried out on your child.

We will contact you to inform you of the accident and if necessary ask you to collect your child from the setting or to meet us at the hospital.

All other children within our care who were not involved in the accident / incident will be kept safe at all times.

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All of our staff are fully first aid trained with a 12hr Paediatric First Aid certificate. The first aid qualification includes first aid training for infants and young children. We aim to ensure that first aid training is local authority approved and is relevant to adults caring for young children.

After every accident, however minor we will complete a report, this will include full details of the accident / incident. You will be able to view the accident / incident when you arrive at the setting and asked to sign the form to be filed for our records. It is important that you keep us informed regarding your child's condition following an accident and if you have sought additional medical advice or care.

**Procedures**

Our first aid kit is accessible at all times and contains the following items.

* Triangular bandages (ideally at least one should be sterile)
* Small, Medium and Large sterile dressings
* Composite pack containing assorted (individually-wrapped) plasters
* Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
* Container of safety pins
* Guidance card as recommended by HSE x 1.

In addition, the following equipment is kept near to the first aid box:

* Disposable plastic (PVC or vinyl) gloves
* A children’s forehead thermometer

Paediatric First Aid Certificates are displayed in the reception of Kingfisher Kindergarten.

The first aid box is easily accessible to adults and is kept out of the reach of children and is checked regularly with any items being replenished. We also have a separate first aid box for walks/outtings.

Medication is only administered in line with our Administering Medicines policy.

In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.

In the event of minor injuries or accidents, we normally inform parents when they collect their child, unless the child is unduly upset or we have concerns about the injury. In which case we will contact the child’s parents for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP.

An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken.

Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.

Accidents and injuries are recorded in our accident record book and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our

Recording and Reporting of Accident and Incidents Policy.

Legal framework

Health and Safety (First Aid) Regulations (1981)

Further guidance

* First Aid at Work: Your questions answered (HSE Revised 2009)
* Basic Advice on First Aid at Work (HSE Revised 2008)
* Guidance on First Aid for Schools (DfEE)

This policy was reviewed by Kingfisher Kindergarten Ltd

On 11th November 2018

Date to be reviewed annually

Signed on behalf of the provider

Name of signatory La-Ryne Baker

Role of signatory Owner