Accidents and First Aid Policy

Accidents can be very distressing to anyone involved so at Muddy Puddles Childcare we ensure that we follow this policy and procedure to ensure all parties are supported and cared for when accidents happen and that the circumstances of the accident or incident are reviewed with the view to minimising any future risks.

Accidents and incidents

When an accident or incident occurs, we ensure:

• The child is comforted and reassured first

• The extent of the injury is assessed and if necessary, a call is made for medical support or an ambulance

• First aid procedures are carried out where necessary, by a trained paediatric first aider

• The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses

• The accident or incident is recorded on an accident/incident form and it is reported to the nursery manager. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered

• Parents are shown the accident/incident form and informed of any first aid treatment given. They are asked to sign it the same day, or as soon as reasonably practicable after

• The nursery manager reviews the accident/incident forms at least monthly for patterns e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns are investigated by the nursery manager and all necessary steps to reduce risks are put in place

• The nursery manager reports any serious accidents or incidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))

• The accident forms are kept for at least 22 years.

• Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately

• Where medical treatment is required the nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident

• The nursery manager or registered provider will report any accidents of a serious nature to Ofsted and the local authority children's social care team (as the local child protection agency), where necessary. Where relevant, such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed

For clarification: An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee. An incident is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

Location of accident files: Nursery Office/Children's Filestore

Accident and incident records will be regularly reviewed to identify if there are trends or common features that could be addressed to reduce the risks of accidents and incidents in the setting. Appropriate action will be taken to address any identified concerns.

Contact Details:

Organisation	Contact
Ofsted	03331231231
Local authority children's social care team	0300 1234 101
Health and safety executive	0345 300 9923
RIDDOR report form	https://www.hse.gov.uk/riddor/reporting/index.htm

Head injuries

If a child receives a head injury while in the setting then we will follow this procedure:

• Comfort, calm and reassure the child

• Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedures if this is required (see below)

• If the skin is not broken we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child

• If the skin is broken then we will follow our first aid training and stem the bleeding

• Call the parent and make them aware of the injury and if they need to collect their child

• Complete the accident form

• Keep the child in a calm and quiet area whilst awaiting collection, where applicable

• We will continue to monitor the child and follow the advice on the NHS website as per all head injuries https://www.nhs.uk/conditions/minor-head-injury/

• For major head injuries we will follow our paediatric first aid training.

Choking

When a child experiences a choking incident that requires intervention, we will:

• Record details of where and how the child choked

• Make parents aware of the incident.

Transporting children to hospital procedure

The nursery manager or staff member must:

• Call for an ambulance immediately if the injury is severe. We will not attempt to transport the injured child in our own vehicles

• Whilst waiting for the ambulance, contact the parents and arrange to meet them at the hospital

• Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter

• Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together

• Inform a member of the management team immediately

• Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

First aid

The first aid box is located: **On the windowsill of every room and in the nursery office**

These are accessible at all times with appropriate content for use with children. The appointed person responsible for first aid checks the contents of the boxes regularly each month and replaces items that have been used or are out of date. The staff first aid box is kept the Office. This is kept out of reach of the children. First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

The appointed people responsible for first aid boxes is Heather Black and Zoe Stidwell

We ensure that all of the staff in Muddy Puddles Childcare are trained in paediatric first aid and this will be updated every three years to ensure these remain current.

All first aid trained staff are listed in the single central record.

When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff is trained in first aid and who always carries an appropriate first aid box.

Food safety and play

Children are supervised during mealtimes and food is adequately cut up to reduce the risk of choking. The use of food as a play material is discouraged. However, as we understand that learning experiences are provided through exploring different malleable materials the following may be used:

• Playdough

• Cornflour

• Dried pasta, rice and pulses.

These are risk assessed and presented differently to the way it would be presented for eating e.g. in tuff trays.

Food items may also be incorporated into the role play area to enrich the learning experiences for children e.g. fruits and vegetables. Children will be fully supervised during these activities.

Food that could cause a choking hazard, including raw jelly, is not used.

Personal protective equipment (PPE)

The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during care tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other tasks. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective.

Dealing with blood

Always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood. Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat Milton or freshly diluted bleach (one part diluted with ten parts water).

Such solutions must be carefully disposed of immediately after use. The nursery will not necessarily be aware if there is a child carrying Hepatitis or is HIV Positive on their register.

Needle puncture and sharps injury

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste.

Parents of children requiring needles as part of managing a medical condition should supply the nursery with an approved sharps box for safe disposal. Full boxes will be returned to the parents.

If a needle is found e.g. in the nursery grounds, the local authority must be contacted to deal with its disposal.

We treat our responsibilities and obligations in respect of health and safety as a priority and provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

This policy is updated at least annually in consultation with staff and parents and/or after a serious accident or incident.

This policy was adopted on	Signed on behalf of the nursery	Date for review
24/01/2026	Heather Black	24/01/2027