



Registered Charity Number 1036151

First Aid and Accidents

The safety of the children at all times is a prime consideration in all that takes place at the Pre-School. Risk assessments are carried out whilst setting up on a daily basis and an annual review takes place. Risk assessments are also made on the introduction of new equipment or procedures.


Nevertheless, accidents do happen, and all members of staff are fully trained in First Aid. The First Aid kit will be kept up to date with contents, in a safe place when not in use. A designated member of staff will be responsible for this.

- Any accident to children, staff or visitors in the Pre-School will be recorded in an accident log. Parents/carers of children will be shown the sheet and circumstances explained. They will then be asked to countersign the form accepting they understand what they have been told. This documentation is then placed in the 'accident' folder.
- If a child is collected by someone other than the parent/carer, this nominated person countersigns the form. A photocopy of this form will be placed in the child's book bag for the parent/carer.
- Treatment for minor injuries only will be given.
- Parents/carers are asked to fill in an 'Existing injury' form if their child arrives at Pre-School with an existing injury.
- Staff are to use protective clothing where bodily fluids are present and are to correctly dispose of any soiled materials correctly.
- Pre-School staff will review the accident/incident folder at termly staff meetings. Action will be taken on review of areas where there is evidence of on-going issues.

In the event of a more serious accident the following procedure should be followed:

- Written permission is sought from parents/carers who have legal responsibility in order to seek medical advice and/or treatment in case of emergency.
- In the event of serious accident an ambulance will be called, and the parent/carer contacted immediately. If the parent has not been contacted by the time the child is taken to hospital a member of staff known to the child (usually the key person or manager) will accompany the child to hospital taking the child's records with them.
- Any serious accident will be documented and RIDDOR will be contacted in accordance with Health and Safety regulations.
- Tiddlywinks must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.

Adoption and annual review of the policy

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| This policy was adopted at a meeting of | Tiddlywinks Pre-School Committee |
| held on | 20 th March 2023 |
| Signed on behalf of the management committee |  |
| Name of signatory | Caroline Clements-Searle |
| Role of signatory | Chair |