



Chelmer Village Hall, Chelmer Village Square, Chelmsford, Essex CM2 6RF
Telephone: 07901 886488
Registered Charity No. 1054083

4.01 Accidents and emergency treatment

Person responsible for checking and stocking first aid box: **Sarah C Smith**

The setting provides care for children and promotes health by ensuring emergency and first aid treatment is given as required. There are also procedures for managing food allergies in section **3.00 Food Safety and Nutrition** and **4.00 Health**

- Parents' consent to emergency medical treatment consent on registration.
- At least one person who has a current paediatric first aid (PFA) certificate is on the premises and available at all times when children are on the premises and must accompany children on outings [or all staff are paediatric first aiders], who regularly update their training; First Aid certificates are renewed at least every three years. We ensure that the training provider who delivers PFA training to our staff are competent.
- Students and trainees that have PFA training may be included in ratios at the level below their level of study if we are satisfied that they are competent and responsible.
- All members of staff know the location of First Aid boxes, the contents of which are in line with our most up to date First Aid training provider
- Vinyl single use gloves are also kept near to (not in) the box, as well as a thermometer.
- There is a named person in the setting who is responsible for checking and replenishing the First Aid Box contents.
- A supply of ice packs is kept in the kitchen fridges.
- For minor injuries and accidents, First Aid treatment is given by a qualified first aider; the event is recorded in the setting's Accident Record folder. Parents may have a photocopy of the accident form on request.
- In the event of minor injuries or accidents, parents are normally informed when they collect their child, unless the child is unduly upset, or members of staff have any concerns about the injury. In the case of a head injury, we will notify parents immediately, sending a photo of any visible marks/bumps. We will ask parent for clarification of what they would like to do, i.e. leave them at the setting or collect them and seek further advice from NHS 111. If the parent wishes the child to remain at the setting, we will contact them later that day to give an update

Serious accidents or injuries

- An ambulance is called for children requiring emergency treatment.

- First aid is given until the ambulance arrives on scene. Parents or carers are contacted and informed of what has happened and if they do not arrive at the setting before the ambulance sets off for the hospital they are advised where their child is being taken to. A member of staff will accompany the child to the hospital, taking the registration form and will stay with them until the parent/carer arrives

Recording and reporting

- In the event of a serious accident, injury, or serious illness, the setting manager notifies the Committee using ***Confidential Safeguarding Incident report form***, or other agreed reporting format, as soon as possible.
- If required, a RIDDOR form is completed; one copy is sent to the parent, one for the child's file and one for the local authority Health and Safety Officer.
- The committee are notified by the setting manager of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care in order to be able to notify Ofsted and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, after consultation with the owners/directors/trustees, inform local child protection agencies of these events

Further guidance

[Accident Record](#) (Alliance Publication)