**Accident and First Aid Policy and Procedure**

At Munchkins Kindergarten Ltd safety is paramount and every measure will be taken to ensure children are protected from hurting themselves, however accidents do occasionally happen and the following information sets out how accidents will be dealt with.

At least one member of staff with current Paediatric First Aid will be on the premises and/or on an outing at any one time.

Paediatric First Aid qualifications will be appropriate to caring for infants and young children and approved by the Local Authority (as listed in the Lincolnshire Early Years Training directory).

Munchkins Kindergarten Ltd has valid Public and Employer’s Liability Insurance cover.

In order to deal with accidents and incidents we will ensure that:

* The first aid kit complies with the Health and Safety (First Aid) Regulations 1981
* The first aid kit is regularly checked by a designated person
* The designated person is Rachel Beresford
* The first aid kit is clearly marked and is easily accessible to adults and out of reach of the children
* The first aid kits are located in each room
* An accident record form (to record any accident, injuries and first aid treatment) is accessible via Famly to enable a written record to be completed.
* The accident record form is completed as required with the date, time, details about the accident/incident, details of the first aid treatment administered and by whom and signed by staff and a witness. Parents will be informed as soon as possible of the accident/incident and asked to acknowledge the accident record form on the day the accident occurred to confirm they have been told about the accident and any first aid treatment administered
* Staff members are aware of; the location of the first aid kit, the named first aiders on duty and procedures for reporting and recording of accidents
* Parents/carers have signed the appropriate emergency medical treatment consent form upon registering their child to the setting
* Medical advice/assistance is sought (GP or Hospital) where necessary
* All staff are aware of their responsibility to ensure a safe environment and the reporting of any health and safety issues in line with the setting health and safety policy
* The accident record form will be stored appropriately and will be reviewed regularly by the setting Manager to monitor trends and identify any areas within the environment that needs to be subjected to further risk assessments

**Accident and First Aid Procedures**

In the event of an accident in the setting staff will:

* Reassure and comfort the child
* Assess the extent of the child’s injuries and administer first aid treatment, if necessary medical assistance will be obtained (doctor or ambulance)
* Inform parent’s either by ringing at the time of accident or as soon as practically possible
* Complete the accident record form with all required information, including names of any witnesses
* Parents/Carers upon collecting their child, will be asked to read the information detailed and sign the accident record form

**If the incident requires any emergency medical treatment the setting will:**

• Complete a full incident record

• Inform Ofsted

• Inform local child protection agencies

• Inform the Insurance Company

• Report to the Health and Safety executive (RIDDOR)

It is important that parents keep the setting informed regarding their child’s condition following an accident and if parent’s sought additional medical advice or care

**In the event of an accident in the home:**

* If staff see evidence of injury on a child, that has not occurred in the setting and has not been reported to any member of staff, parents will be asked for information on the incident and asked to acknowledge the incident at home form on Famly

**Duty to Safeguard Children**

* If staff are concerned that injuries sustained at home are not consistent with parental explanations, they will seek advice from Children’s Services, Customer Service Centre in accordance with requirements to safeguard children (see the settings safeguarding policy and procedure)

This policy and procedure has been adopted by Munchkins Kindergarten Ltd

Signed on behalf of the setting by:



Rachel Beresford

Director

Review date: March 2026