



<b>Name:</b>	<b>Date written:</b>
<b>Accident and Emergency Policy</b>	<b>21/2/21</b>
<b>Written by/Reviewed by:</b>	<b>Date of Review:</b>
<b>Emma Holmes/ Louise Lloyd-Evans</b>	<b>13/09/23</b>
<b>Policy Statement</b>	
This policy is in place to ensure the physical safety of everyone at Young Friends Kindergarten	
<b>Aims and Purpose</b>	
The Nursery endeavours to ensure that children and staff are protected from accidents and injury. Measures are taken to reduce the risk of accidents and procedures are in place if an accident or injury may occur.	
<b>Applicability</b>	
Children Staff Families	
<b>Definition of Terms</b>	
n/a	
<b>Overview</b>	
General Procedures Onsite Injury Procedures Offsite Injury Procedures Incidents Existing Injuries Records and Reporting	
<b>Procedures</b>	
<b>General Procedures</b> <ul style="list-style-type: none"> <li>• The Young Friends premises has been thoroughly checked and they comfortably meet the National Standards for Nurseries outlined by Ofsted. It is repeatedly checked thoroughly at each inspection and each time we have achieved Outstanding.</li> </ul>	

- We risk assess the premises yearly (or when there is a change to equipment, the environment or staff situations) to ensure it meets the safeguarding and welfare requirements of the Early Years Foundation Stage and Ofsted, our governing body.
- We regularly and dynamically risk assess the garden to ensure it meets the above.
- Our staff are able to dynamically risk assess in all areas they are in with children present to ensure safety and divert children from dangerous situations
- If a child is engaging in a physically challenging activity staff ensure they are supervising closely at all times
- Our team encourage and teach children to manage risk for themselves
- We regularly review, update and practice fire evacuation procedures and record dates, times and all other details of fire drills. Our team ensure they are all aware of current procedures (see Fire Procedures Policy)
- We regularly and consistently update and practice safety routines
- We are legally required under our registration to have a percentage of staff who hold valid First Aid Certificates. We aim to have 100% First Aid trained staff. These are named clearly on signs on the walls in each pod. Therefore, all staff can administer basic first-aid treatment
- Our first aid boxes are abundantly stocked, are clearly labelled and easily accessible in the main children's bathroom downstairs, the office, the kitchen and in the Hedgehog Room. They are regularly checked and re-stocked with the required products. We also have a first aid box in our trip bag and fire evacuation bag.
- Parents' emergency contact numbers, child allergies and emergency medical/care plans are kept securely on Family.
- Parents/carers have all given written permission for children to receive emergency treatment for their child if it is needed
- All areas are monitored by our CCTV system which is on at all times in the office and can be played back to review any situations or incidences (see Acceptable Use of Technology Policy).

## Onsite Injury Procedures

- Re-assure the injured child or adult while making sure that the other children are safe
- Call for assistance from a colleague via our walkie talkie system or voice
- If the injury is a minor one and requires only basic first aid, administer first aid e.g. cold compress
- Ensure incident/accident form is completed
- If the injured person is a child, inform their parents as soon as is reasonably practical after the injury/accident and give details of any first aid treatment given
- If the injured person needs to go to hospital: Call for an ambulance (ring 999 or 112) and ask for medical help/assistance
- Manager/Pod Lead to go in ambulance with the injured person, if parents/carers are not available, ensuring the Nursery is left in ratio to run in accordance with statutory guidance.
- Manager/Pod Lead to undertake any duties as instructed by the ambulance crew.

- The Young Friends Nursery team will ensure the rest of the children in our care are safe, reassured and kept calm.

## Offsite Injury Procedures

(see Outdoor Trip Policy)

- The Young Friends team always carry a mobile phone and walkie talkie, trip book, and a First Aid kit in order to follow the procedures outlined above should an accident occur off site.
- All trips have one member of staff over ratio so accidents can be addressed whilst other children are kept safe and well.
- All staff in ratio on trips hold a current first aid certificate.

## Incidents

- Young Friends Kindergarten aims to minimise any unplanned incidents from occurring by being proactive in managing the everyone's safety through daily risk assessments and good childcare practices.
- All team members will follow procedures and the Early Years Foundation Stage Statutory Framework at all times to ensure that any incidents are kept minimal and managed effectively to keep the children in our care, safe at all times.

## Existing Injuries

- If a child arrives at nursery with an existing injury parents/carers must inform staff on their arrival and will be asked to complete an incident form on Family, detailing how the injury occurred and ensuring staff members have current information about a child if they become unwell.
- If staff members notice an existing injury and were not made aware by the parents, staff must complete an incident form for parents to complete on their return.

## Records and Reporting

- All children's accidents and incidents are recorded on Family and are immediately visible to parents. We are notified as soon as parents have read the report.
- We understand that it is a legal requirement to notify Ofsted and the local child protection agencies about any serious accidents, injury or death that happen to a child while in our care, whether at the setting or when off-site. Please refer to Childcare: reporting children's accidents and injuries - GOV.UK ([www.gov.uk](http://www.gov.uk)) for classifications of serious accidents and injuries.
- Young Friends Kindergarten understands that as an employer we have a legal duty under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report accidents, injuries, death, work related diseases, dangerous occurrences and injuries that last more than three days to the Health and Safety Executive (HSE) Incident Contact Centre on: 0845 300 9923 or by filling in an online form by going to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) For injuries that last more than 3 days we must tell the Health and Safety Executive within ten days of the incident happening.

- We will tell Ofsted and Brighton and Hove's Local Authority Designated Officer about any incidents involving staff as soon as is reasonably possible and always within 14 days of the incident happening.
- The information reported enables the HSE and local authority to identify where and how risks arise, and to investigate serious accidents.
- We will also inform Ofsted of any significant event that may affect suitability for Young Friends team members.
- It is the parent/carers responsibility to inform the setting of changes to contact details and update them on Family, so we can contact them or emergency contacts at any time
- It is also the parents/carers responsibility to ensure the nursery has up to date emergency contact details of people close to them/their child that can get to the nursery in a short amount of time. Parents should add these to their child's profile on Family
- We do a monthly audit of all accidents and incidents, to note patterns and ongoing concerns.
- Staff accident and incidents are recorded on the Staff Accident and Incident Form in the Accidents and Incidents Folder on Family.

### External Links and Organisations

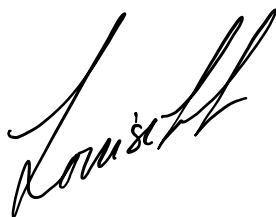
RIDDOR - [Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR \(hse.gov.uk\)](https://www.hse.gov.uk/riddor/)  
 Ofsted - [Report a serious childcare incident - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-a-serious-childcare-incident)  
 The Health and Safety Executive - [HSE: Information about health and safety at work](https://www.hse.gov.uk/)

### Relevant Policies and Documents

Acceptable Use of Technology Policy  
 Outdoor Trip Policy  
 Safeguarding Children Policy  
 Health and Safety Policy

### Authorisation

Signature:



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 Owner and Director

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