



Young Friends Kindergarten

Accident and Emergency Policy

Reviewed: August 2025

Next Review: August 2026

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Our Values

Our approach to health and safety is built on care, foresight and responsibility:

- **Sustainability** – We prevent harm through well-planned environments and reflective review
 - **Respect** – Every injury is treated with seriousness and empathy
 - **Authenticity** – We respond calmly and transparently to all incidents
 - **Supportive Leadership** – First aiders are confident and prepared, supported by clear procedures
 - **Community** – Families are informed, included, and kept up to date
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Policy Statement

We take all necessary steps to protect the physical wellbeing of children, families and staff. Accidents and emergencies are rare, but we are fully prepared to respond calmly, professionally and in accordance with statutory guidance.

Purpose

- To reduce the risk of accidents through careful planning and supervision
 - To manage accidents and emergencies effectively when they occur
 - To support children and adults with dignity and reassurance
 - To ensure accountability and legal compliance in record-keeping
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Applicability

This policy applies to:

- All children
 - All staff
 - All visiting families, volunteers and professionals
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General Safety and Risk Procedures

- Our building is routinely risk-assessed, and exceeds Ofsted's standards
- Staff are trained in **dynamic risk assessment**
- Daily garden checks and supervision practices are in place
- Children are encouraged to manage risk and assess their environment
- **Fire evacuation drills** are practised regularly and logged
- All indoor and outdoor areas are **CCTV monitored**
- Emergency contact information is stored securely and updated regularly
- All families have consented to emergency treatment

- Safety routines (e.g. first aid, medicine, fire exits) are embedded in daily practice
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First Aid and Emergency Equipment.

Located In:

- Downstairs main bathroom
 - Hedgehog Room
 - Outdoor trip bag
 - Fire grab bag
 - Boxes are fully stocked and checked regularly
 - Staff with **valid paediatric First Aid training** are on every shift and every trip.
 - All staff are booked onto First Aid training on completion of probationary period.
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Onsite Injury Response

1. Reassure the injured person; make other children safe
2. Call for help using the **radio system**
3. Administer appropriate first aid
4. Complete an **accident form on Famly**
5. Inform families promptly and with professionalism 6.

If hospital care is needed:

- Call 999
 - Designated person attends in the ambulance
 - Kindergarten remains in ratio
 - Incident is logged and followed up with Ofsted if required
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Offsite Injury Response (Refer also to **Outdoor Trip Policy)**

Staff carry:

- Trip phone
 - Radio if in range
 - First Aid kit
 - Emergency contacts
 - Medication and allergy information
 - At least one extra staff member is assigned to handle emergencies
 - First aid is administered and reported in the same way as onsite incidents • All trip staff are First Aid trained
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Existing Injuries

- Parents must inform staff of any injuries on arrival
 - If not disclosed, staff complete an **existing injury form**
 - All are recorded on Famly and signed by the parent or carer
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Records and Notifications

- All accidents and incidents are logged immediately on Famly
- Parents are alerted and sign digitally
- Patterns are audited **monthly** to inform prevention strategies

Ofsted is notified within 14 days of:

- Serious injury
- Hospitalisation
- Death of a child

We report under **RIDDOR** for:

- Injuries lasting more than 3 days
- Dangerous incidents
- Work-related illness
- Serious injury to staff
- Reporting is made via the HSE
- Staff incidents are recorded in the **Accident & Incident Folder**
- LADO is informed if an accident relates to a safeguarding concern or staff conduct

Emergency Contact Responsibilities

- Families must update details on Family
- At least **two emergency contacts** should be available
- Delays in updating information can put a child at risk in an emergency

Linked Policies

- Safeguarding Children
- Outdoor Trip Policy
- Fire Procedure
- Health and Safety
- Acceptable Use of Technology
- First Aid Training and Recording