



ASHLEY'S HOUSE

ACCIDENT & FIRST AID POLICY

Accidents and First Aid

At **Ashley's House** the safety of all children is paramount and we have measures in place to help to protect children. However sometimes accidents do unavoidably happen.

We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen¹; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

Accidents

When an accident or incident occurs, we ensure:

- The child is comforted and reassured first
- The extent of the injury is assessed and if necessary, a call is made for medical support/ambulance
- First aid procedures are carried out where necessary, by a trained paediatric first aider
- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses.
- The accident or incident is recorded on an **Accident/Incident/Near Miss Form** and it is reported to the manager. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.
- Parents are shown the Accident/Incident Form and informed of any first aid treatment given. They are asked to sign it the same day, or as soon as reasonably practicable after
- The Club manager reviews the **Accident/Incident/Near Miss Forms** at least monthly for patterns, e.g. one child having a repeated number of accidents, a particular area at Ashley's House or a particular time of the day when most accidents happen. Any patterns are investigated by the manager and all necessary steps to reduce risks are put in place

¹ An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

An Incident is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

- The manager reports any serious accidents/incidents/near misses to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- The Accident File is kept for at least 21 years and three months
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
- Where medical treatment is required the manager will follow the insurance company procedures, which may involve informing them in writing of the accident
- The manager/registered provider will report any accidents of a serious nature to Ofsted and the Local Authority children's social care team (as the Local Child Protection Agency), where necessary. Where relevant such accidents will also be reported to the Local Authority Environmental Health Department or the Health and Safety Executive and their advice followed.

Location of accident files: Lockable box file

Contact Details: Dipaley Patel 07984123136

Organization	Contact
Ofsted	0300 123 1231
Local authority children's social care team	020 8424 0999.
Local authority environmental health department	020 8863 5611
Health and Safety Executive	020 8424 1362.
RIDDOR report form	http://www.hse.gov.uk/riddor/report.htm

Head injuries

If a child has a head injury in the setting then we will follow the following procedure:

- Comfort, calm and reassure the child
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
- If the skin is not broken we will administer a cold compress for short periods

- of time, repeated until the parent arrives to collect their child
- If the skin is broken then we will follow our first aid training and stem the bleeding
- Call the parent and make them aware of the injury and if they need to collect their child
- Complete the **Accident Form/ accident/ critical accident form**
- Keep the child in a calm and quiet area whilst awaiting collection, where applicable
- We will continue to monitor the child and follow the advice on the NHS website as per all head injuries
<https://www.nhs.uk/conditions/minor-head-injury/> and share this guidance with parents
- For major head injuries we will follow our paediatric first aid training.

Transporting children to hospital procedure

The Club manager/staff member must:

- Call for an ambulance immediately if the injury is severe. We will not attempt to transport the injured child in our own vehicles
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the management team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

First aid

The first aid boxes are located in: In the office and on a member of staff at all times

These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes regularly Dipalee Patel replaces items that have been used or are out of date.

The staff first aid box is kept **in the office and the keys are on a member of staff**
This is kept out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other

medical items, such as paracetamol should be kept in them. The appointed person(s) responsible for first aid is Dipaley Patel

At least one member of staff is trained in paediatric first aid and this training is updated every three years.

Food Safety and play

Children are supervised during meal times and food is adequately cut up to reduce the risk of choking. The use of food as a play material is discouraged. However, as we understand that learning experiences are provided through exploring different malleable materials the following may be used:

- Playdough
- Cornflour
- Dried pasta, rice and pulses. – I would avoid this due the risk – what do you think? And mixed messages about not playing with their food at mealtimes

These are risk assessed and presented differently to the way it would be presented for eating e.g. in trays,

Food items may also be incorporated into the role play area to enrich the learning experiences for children, e.g. fruits and vegetables. Children will be fully supervised during these activities. Risk assessments will be completed due to allergies of children in on the particular day and ensuring it is disposed of effectively and in a timely manner.

Food that could cause a choking hazard, including raw jelly is not used.

Personal protective equipment (PPE)

Ashley's House provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

Dealing with blood

We may not be aware that any child attending Ashley's House has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Needle punctures and sharps injury

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

We treat our responsibilities and obligations in respect of health and safety as a priority and provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

This policy is updated at least annually in consultation with staff and parents and/or after a serious accident or incident.

This policy was adopted on	Signed on behalf of the Organisation	Date for review
20/05/2025	<i>Dipaley Patel</i>	20/05/2026