

Accidents/Incidents and First Aid Policy

Statement of intent

At Little Dragon's Day Nursery, the safety of all children and the Nursery community is paramount and we have measures in place to help to protect them. However, sometimes accidents do unavoidably happen.

We follow this policy 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.

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.

Accident/incident procedure

When an accident/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 (999 in an emergency to ask for an ambulance or 111 to seek advice if unsure) (see Accident and Emergency Procedure)
- First aid procedures are carried out where necessary, by a trained paediatric first aider
- Staff deployment continues to be adjusted as needed so that the rest of the children remain adequately supervised while first aid is administered, and afterwards while the accident/incident paperwork is completed
- 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/incident is recorded on an accident/incident form via FAMLY and it is reported to the Head of Room and Nursery Manager who will check the recording. 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 will be sent a notification of any accident/incident as a report via FAMLY and this will detail what has happened and details of any first aid treatment administered. Parents should sign to say they have received the report via FAMLY on the same day, or as soon as reasonably practicable after
- The nursery manager reviews the accident/incident forms at least monthly for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns are investigated by the nursery manager and all necessary steps to reduce risks are put in place
- The nursery manager reports any serious accidents or incidents 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))

Accidents/Incidents and First Aid Policy

- The accident forms are 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 nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident/incident
- The nursery manager or Nominated Individual 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
- As a Millie's Mark setting, the manager or registered provider will also notify Millie's Mark to meet the requirements under this scheme. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

Useful Contact Details:

Organisation	Contact
Ofsted	0300 123 1231
Local authority children's social care team	01926 414144
Local authority environmental health department	01926 450000
Health and Safety Executive	01926 456713
RIDDOR report form	http://www.hse.gov.uk/riddor/report.htm
Millie's Mark	https://www.milliesmark.com/

Head injuries procedure

If a child receives a head injury whilst at the setting, we will follow this procedure:

- Comfort, calm and reassure the child
- Assess the child's condition to ascertain if an ambulance is required. We will follow our procedures if this is required (see below)
- If the skin is not broken, we will administer a cold compress for short periods of time
- If the skin is broken, we will follow our first aid training and stem the bleeding

Accidents/Incidents and First Aid Policy

- Call the parent and make them aware of the injury and if they need to collect their child
- Complete the accident form via FAMLY
- Keep the child in a calm and quiet area whilst awaiting collection, where applicable
- We will continue to monitor the child using the Head Injury Observation sheet every 10 minutes for 1 hour after the injury.
- Provide parents with an NHS Head Injury Information sheet. Further advice can be found on the NHS website as per all head injuries
<https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our paediatric first aid training.

First Aid

Little Dragon's Day Nursery is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the Nursery in regard to all staff, children and visitors.

The Nursery will take every reasonable precaution to ensure the safety and wellbeing of all staff, children and visitors.

This policy aims to:

- Ensure that the Nursery has adequate, safe and effective first aid provision for every child, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and child are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the Nursery when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the Nursery site.

Definition and background

Definition

For the purposes of this policy the Nursery will follow the definition of First Aid outlined below, from Wirral NHS Foundation Trust:

Accidents/Incidents and First Aid Policy

“First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut. First aid is generally performed by the layperson, with many people trained in providing basic levels of first aid, and others willing to do so from acquired knowledge.”

Background

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.

Although the regulations do not require employers to provide first aid for anyone other than their own employees, the DfE strongly recommends that all Nursery’s consider the needs of non-employees such as children and visitors when making provision for first aid, and that First Aid provision must be available:

- While people are on Nursery premises.
- When staff and children are working elsewhere on Nursery activities, including any off-site activity such as educational visits.

Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE ‘Supporting children and young people with medical conditions and allergy’
- DfE ‘First aid in schools, early years and further education’
- DfE ‘Early years foundation stage (EYFS) statutory framework’

The policy will be implemented in conjunction with other related Nursery policies.

Accidents and First Aid Policy 2026-7

Accidents/Incidents and First Aid Policy

Roles and responsibilities

The Nursery Owners will be responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring a first aids needs assessment is undertaken to inform policy, practice and protocol.
- Ensuring that all relevant risk assessments are conducted to ensure the health and safety of the Nursery community.
- Ensuring that there is a sufficient number of qualified first aiders within the Nursery based upon the Nursery's risk assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the Nursery site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for children and others complies with the relevant legislation and guidance.
- Ensuring that the Nursery has:
 - A suitably stocked first-aid kit.
 - An appointed person to take charge of first-aid arrangements. The appointed person is Kerri Scott (Nursery Manager).
 - Information for all employees giving details of first-aid arrangements.

The Nursery Manager is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the Nursery's policy and arrangements regarding first aid.

Accidents/Incidents and First Aid Policy

- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all children and staff are aware of the identities of the Nursery first aiders and how to contact them if necessary.
- Ensuring that all staff are made aware of individual children's and staff's specific health considerations that may affect the administration of first aid or treatment, for example bleeding disorders, medications already being taken, allergies to medications, hypermobility or asthma.

Staff will be responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the children at Nursery.
- Making children aware of the procedures to follow in the event of illness, accident or injury.

First aiders will be responsible for:

- Completing and renewing training.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in Nurseries.

The appointed person (Kerri Scott) will be responsible for:

- Overseeing the Nursery's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Calling the emergency services where necessary.

First aid provision

First aid needs assessment

The Nursery will regularly monitor and assess its first aid arrangements by conducting a first aid needs assessment, at least annually.

Accidents and First Aid Policy 2026-7

Accidents/Incidents and First Aid Policy

The Nursery will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the Nursery premises.
- The size of the Nursery.
- The needs of any vulnerable individuals onsite.
- The nature and distribution of children and staff throughout the Nursery.

The Nursery will ensure that first aid provision is sufficient and can be administered without delay at all times.

The Nursery will expect staff working with children to use their best endeavours at all times, particularly in emergencies, to secure the welfare of children in the same way that parents might be expected to act towards their children.

The Nursery will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Material, equipment and facilities

The Nursery will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

First aid containers

The Nursery will ensure it has suitably stocked first aid boxes in line with the first aids needs assessment. As there are no statutory requirements in place the Nursery will, where there is no special risk identified, follow the HSE guidelines on the minimum provision of first aid items, as set out below:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large and medium-sized individually wrapped sterile unmedicated wound dressings

Accidents/Incidents and First Aid Policy

- 3 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes will be located in the following areas: in all rooms and in the shed in the garden.

Medication must not be stored inside first aid boxes.

Information for staff

The Nursery will inform staff, children, contractors and visitors to the Nursery, as appropriate, of the first aid arrangements, including the following:

- The contents and key principles of this policy
- The location of equipment and facilities
- The identities and roles of first aiders or the appointed person.
- How to contact a first aider or appointed person urgently should the need arise.
- The procedures for monitoring and reviewing the Nursery's first aid needs.

The Nursery will include the provision of first aid information during induction training.

First aiders

The appointed person responsible for first aid is: Kerri Scott

Little Dragon's Day Nursery is a Millie's Mark setting and as such all staff members hold Paediatric First Aid Certificates.

First aiders will be expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the Nursery or college or on educational visits.
- Ensure that an ambulance or other professional medical help is called when appropriate.

First aiders must demonstrate:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.

Accidents/Incidents and First Aid Policy

- Availability to respond immediately to an emergency.

First aiders are responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.

First aid training

The Nursery will ensure that all first aiders hold a valid first aid certificate, issued by an HSE-approved organisation.

The Nursery is aware that first aid certificates are usually valid for three years and will therefore ensure that adequate monitoring procedures will be in place to ensure that refresher training is arranged for first aiders before certificates expire.

The Nursery will ensure that first aiders receive relevant paediatric first aid training so they are able to execute their duties appropriately to the whole Nursery community. The Nursery also has a designated Mental Health First Aider (Helena Swain) who has received specific Mental Health first aid training in order to help staff members recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe.

Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a 'best fit' first aider. This is about assessing the situation and deciding on the best placed person to deal with it i.e. someone who is able to deal with blood for example.

If called, a first aider will assess the situation and take charge of first aid administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a child, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.

Accidents/Incidents and First Aid Policy

- Where an ambulance is required, a staff member accompanies the child in the ambulance and calls the child's parent as soon as possible to inform them of the course of action taken. The staff member remains with the child at the hospital until a parent arrives.
- The Nursery will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any children who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These children will be escorted from the scene of the incident and comforted. Younger or more vulnerable children may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Nursery Manager.
- The parents of the victim(s).

The Nursery is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page '[Promoting and supporting mental health and wellbeing in schools and colleges](#)'.

Offsite visits and events

Before undertaking any offsite visits or events, the staff member organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The Nursery will take a first aid kit on all offsite visits.

For more information about the Nursery's educational visit requirements, please see the Visits and Outings Policy.

Medicines

Administration

The Nursery will ensure that staff are aware of government guidance which stipulates that the administration of first aid at work **does not** include the giving of tablets and medicines, whether prescribed or not.

The provisions and requirements for the administration of medicines will be outlined in the Administering Medication Policy.

Accidents and First Aid Policy 2026-7

Accidents/Incidents and First Aid Policy

In circumstances where children may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the child's individual healthcare plan and identified staff members will be aware of what to do.

The Nursery is aware that the administration of prescription only medication specified in Schedule 19 of the Human Medicines Regulations 2012 should only be given by those trained to do so. Where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, the Nursery will consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

Storage

Medicines will be stored securely and appropriately. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in will be returned to parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for children with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the Nursery when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Children will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the Nursery's Administering Medication Policy.

Illnesses and allergies

When a child becomes ill during the Nursery day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for the child to rest while they wait for their parent to pick them up. Children will be monitored during this time.

Children may be given medication as detailed below where prior consent has been granted by the child's parent, the child has been at nursery longer than 4 hours or verbal permission has been sought. Medication held by the nursery is as follows:

- Calpol – high temperature
- Piriton – allergic reaction

Accidents/Incidents and First Aid Policy

The Nursery will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the Nursery, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each Nursery year.

Staff will not act ‘in loco parentis’ in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>August 2026</i>	Kate McLeod	<i>August 2027</i>