

## Health and Safety Accident & Incidents

Unique  
Child

1.1 Keeping  
Safe

Positive  
Relationships

Enabling  
Environment

3.3 The Learning  
Environment  
3.4 The Wider  
Context

Learning  
Development

### Statement

*It is our responsibility to keep children safe whilst in our care.*

- *Our premises has been checked and meets the requirements of the Early Years Foundation Stage Framework. We review and practice our safety routines regularly.*
- *Haddenham Puddleducks Pre-school believes that the health and safety of all children is paramount. We have public liability insurance and the certificate is displayed in the foyer.*
- *We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for reporting accidents and incidents.*
- *As a registered provider, we are required to have designated people who have completed their first aid training. All our staff are trained to carry out first aid treatment (with parents permission) and our first aid box is clearly labelled and easily accessible. It is stored in the kitchen cupboard.*
- *We hold prior written permission from parents to enable us to carry out emergency medical treatment for their child if it is needed. (See individual child records)*

### Procedure

- *We will ensure that our first aid training is kept up to date and only put items in our first aid box that are advised from the first aid trainer. The contents will be reviewed to ensure there are adequate resources for the size of our setting and that the products have not expired.*
- *We seek prior written consent from parents to seek emergency medical treatment.*
- *While dealing with the accident, we will reassure the injured child and make sure the other children in our care are safe.*
- *In the event of a serious accident or death of a child on the premises, we will ring 999 for an ambulance.*
- *If a member of the staff team has to accompany or take a child to hospital, we will ensure the emergency back up cover is implemented and ratios are not compromised.*
- *If it is a minor accident and we are able to manage it ourselves, then we will inform the parents immediately.*
- *If we accompany or take a child to hospital the managers will contact the parents and ask them to meet the staff member at the hospital.*
- *The health and safety officer Lauren Caldwell will report the accident to the environmental health department and follow the RIDDOR guidelines. (RIDDOR telephone 0845 300 9923 website [www.riddor.gov.uk](http://www.riddor.gov.uk)) and carry out a full risk assessment and implement any recommendations and actions found.*
- *We will report the accident to Ofsted in writing*

### Action

- *Haddenham Puddleducks Pre-school will record all accidents and incidents on an accident form and parents will be asked to sign this at the end of the session. A copy of this report will be given to parents.*
- *Should a child have an existing injury not sustained at pre-school the parent will be asked to complete an Existing Injuries form.*

***This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020***

***Signed on behalf of Haddenham Puddleducks Pre-school by .....***