



Adventure Pre-School – First aid policy: managing child accidents

Children's safety is paramount but there will be occasions when a child becomes hurt within the setting, at home or in the wider world. Any accidents or incidents where children become hurt must be managed to ensure that the child is safe and the situation is safe.

When a child becomes hurt there should be a triage of their immediate needs by the supervising staff member: a cuddle, some comfort and a check – to see if there is an injury that needs treatment. Often this is all that is required but this is recorded in case an injury develops later.

If, through triage, the member of staff feels that the child needs basic first aid then a 'bump card' is completing alerting the Duty Manager that first aid may be required.

Basic first aid is likely to take one of two (or both) forms: a cold compress to reduce bruising or a clean of a wound before covering with an appropriate dressing. These must be completed in a hygienic and sensitive way and reported to families via the Family app. This should be immediately after treatment or as soon as is reasonably practical.

If a child requires more complex first aid, or if the situation requires emergency first aid then Duty managers must work together to provide first aid as detailed in the paediatric first aid training course they attended. There must be at least five members of staff with up to date paediatric first aid qualifications (two Duty Managers and one each in Georgie's Den, The Beehive and the wider pre-school).

This includes stabilising injuries before transportation by families or emergency services for treatment; washing eyes with sterile water, removing splinters, managing allergic or asthmatic reactions or other injuries.

Any injury meeting any of these criteria must be reported to families using the Family app immediately and/or a phone call to discuss the injury and action being taken. Families can then make an informed decision about further action they may wish to take including attending their GP, Minor Injuries or Accident and Emergency Departments.

External reporting

If an injury meets external reporting criteria to either the Health and Safety Executive (HSE) or Ofsted this must be done as soon as possible after the event. Updates should be provided on any reportable incident and if further information is uncovered. Thresholds for reporting include broken bones, admission to hospital or other more serious injuries.



Pre-existing injuries

If a child arrives at pre-school with a 'pre-existing injury' staff must ask about the injury and its cause and record this information. Families dropping off children should inform the setting of any injury the child has received. This is a duty under safeguarding regulations and not a judgement. The duty of staff is to record pre-existing injuries. There is only a need to report them to Children's Services if they are significant and unexplained or suspicious.

If a child is receiving frequent injuries either within or outside of the setting, there is a duty to analyse how these injuries are happening and to put a plan in place to limit the amount and/or severity of injuries a child receives.

Analysis will also be completed within the setting to review if accidents are more prevalent in certain areas, activities or experiences. This feeds into risk assessment procedures.