



Health Procedures

4.01 Accidents and Emergency Treatment Policy

Person responsible for checking and stocking first aid box: Susannah Townley

Policy statement

We provide care for children and promote health by ensuring emergency and first aid treatment is given as required. There are also procedures for managing food allergies in section 3 Food safety and nutrition and 4 Health Policies.

- Parents/carers' consent to emergency medical treatment consent on registration.
- All staff are paediatric first aiders, who regularly update their training. We ensure that the training provider who delivers PFA training to our staff are competent.
- Students and trainees that have PFA training may be included in ratios at the level below their level of study if we are satisfied that they are competent and responsible.
- First Aid certificates are renewed at least every three years. In line with the EYFS, all staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work to be counted in ratios.
- All members of staff know the location of First Aid boxes.
- Our first aid kit is accessible at all times and contains the following items:-
 - 20 individually wrapped sterile plasters (assorted sizes)
 - 2 sterile eye pads
 - 4 individually wrapped triangular bandages (preferably sterile)
 - 6 safety pins
 - 2 large, individually wrapped, sterile, un-medicated wound dressings

- 6 medium, individually wrapped, sterile, un-medicated wound dressings
- a pair of disposable gloves
- adhesive tape
- In addition, the following equipment is kept near to the first aid box:
 - 2 pairs of disposable plastic (PVC or vinyl) gloves.
 - 1 plastic disposable apron.
 - A thermometer.
 - A supply of cold packs.
- There is a named person in the setting who is responsible for checking and replenishing the first aid box contents.
- Medication is only administered in line with our Administering Medicines policy.
- For minor injuries and accidents, First Aid treatment is given by a qualified first aider; the event is recorded in the setting's Accident Record digital recording system. Parents/carers receive a copy of the accident through the Blossom Educational app.
- In the event of minor injuries or accidents, parents/carers are normally informed when they collect their child, unless the child is unduly upset, or members of staff have any concerns about the injury. In which case they will contact the parent for clarification of what they would like to do, i.e. collect the child or take them home and seek further advice from NHS 111.
- In the event of a serious accident an ambulance will be called. First aid will continue to be given until the ambulance arrives. We will contact parents immediately and inform them of what has happened and where their child has been taken.
- Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
- If the parents/carers do not arrive at the setting before the ambulance sets off for the hospital, a member of staff accompanies the child and remains with them until the parent/carer arrives.
- If at any point it is suspected that the child has died, 6.07 Death of a child on site procedure is implemented and the police are called immediately.
- Accidents and injuries are recorded in our accident record book (online system) and, where applicable, notified to the Health and Safety Executive, Ofsted, RIDDOR and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.

This policy was updated on 23rd July 2025 by Susannah Townley, Manager.

This policy is due to be reviewed on the 23rd July 2026.