**Stowey Bears Preschool

Accident and Emergency Policy**

1. Policy Statement

Stowey Bears Preschool is committed to providing a safe, secure environment where children, staff, parents, and visitors are protected from harm. We recognise that accidents and emergencies can occur despite robust risk management, and we ensure that all incidents are responded to **promptly, calmly, and professionally**.

This policy outlines the procedures for managing accidents, injuries, medical emergencies, and emergency situations within the setting.

2. Aims

- To ensure all accidents and emergencies are managed swiftly and safely.
- To minimise harm through effective first aid and emergency response.
- To ensure staff understand their responsibilities and follow clear procedures.
- To maintain accurate records and meet statutory reporting requirements.
- To work in partnership with parents/carers and external agencies when needed.

3. Legal and Statutory Framework

This policy is informed by:

- **EYFS Statutory Framework 2024**
- **Health and Safety at Work Act 1974**
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**
- **First Aid Regulations 1981**
- **Working Together to Safeguard Children 2023**
- **Somerset Council Health & Safety Guidance**

4. Roles and Responsibilities

Manager/DSL

- Ensures all staff are trained in accident and emergency procedures.
- Ensures first aid equipment is maintained and accessible.
- Reviews accident records and identifies patterns or risks.

- Reports RIDDOR incidents to the HSE and LA.

Paediatric First Aiders

- Provide immediate first aid.
- Assess whether emergency services are required.
- Record all treatment given.

All Staff

- Respond calmly and follow procedures.
- Report hazards and near misses.
- Record accidents accurately and promptly.

5. First Aid Provision

- At least **one Paediatric First Aider** is present **at all times**, including outings.
- First aid kits are located in key areas and checked **monthly**.
- Staff receive paediatric first aid training every **three years**.
- A designated First Aid Lead oversees stock, expiry dates, and replenishment.

6. Accident Procedure

When an accident occurs:

1. **Ensure immediate safety** of all children.
2. A **Paediatric First Aider** assesses the child and administers first aid.
3. Staff reassure the child and maintain supervision.
4. The accident is recorded on the **Accident Form**, including:
    - Date, time, location
    - Nature of injury
    - Treatment given
    - Witnesses
    - Staff signature
5. Parents/carers are informed **on the same day**, verbally and in writing.
6. For head injuries, parents receive a **Head Injury Notification** and are contacted by phone.
7. Accident forms are stored securely and reviewed regularly for patterns.

7. When to Call Emergency Services

999 will be called immediately if a child:

- Is unconscious or unresponsive
- Has difficulty breathing

- Has a suspected broken bone
- Has a severe allergic reaction (anaphylaxis)
- Has a seizure not previously diagnosed
- Has a serious head injury
- Experiences heavy bleeding that cannot be controlled
- Has a burn larger than the size of their palm
- Is in any situation where staff are unsure but concerned

A staff member will accompany the child to hospital if parents cannot arrive in time.

8. Notifying Parents/Carers

Parents/carers will be contacted immediately if:

- Emergency services are called
- The child has a head injury
- The child has a significant injury or becomes unwell
- The child requires hospital treatment

All parents receive written confirmation of the incident.

9. RIDDOR Reporting

The Manager will report to the **Health and Safety Executive (HSE)** when required, including:

- Injuries resulting in hospital treatment
- Fractures, dislocations, or serious burns
- Injuries preventing staff from working for **7+ days**
- Dangerous occurrences (e.g., structural collapse, fire)

Reports are made within statutory timeframes.

10. Emergency Situations

Fire

- Follow the Fire Evacuation Procedure.
- Evacuate immediately and assemble at the designated point.
- Conduct roll call and contact emergency services.

Lockdown

- Follow the Lockdown Procedure.
- Secure doors, move children away from windows, remain calm.

Medical Emergency

- First Aider responds.
- Emergency services contacted if required.
- Parents informed immediately.

Environmental Emergency

(e.g., gas leak, flood, power failure)

- Evacuate if necessary.
- Contact relevant emergency services.
- Notify parents and arrange early collection if needed.

11. Administration of Medication in Emergencies

- Emergency medication (e.g., inhalers, EpiPens) is stored safely but accessible.
- Staff follow the child's **Individual Healthcare Plan**.
- All administrations are recorded and signed.

12. Recording and Monitoring

- All accidents, incidents, and near misses are recorded.
- The Manager reviews records **termly** to identify trends.
- Actions are taken to reduce risks and improve safety.
- Records are retained in line with statutory retention schedules.

13. Communication with Parents

We maintain open communication with parents by:

- Sharing accident forms promptly
- Providing updates following significant injuries
- Offering advice on monitoring symptoms at home
- Working collaboratively on risk reduction

14. Staff Training

All staff receive training in:

- First aid awareness
- Accident reporting
- Emergency evacuation
- Managing medical conditions
- Use of EpiPens and inhalers
- Risk assessment

Training is refreshed annually or sooner if needed.

15. Review of Policy

This policy is reviewed **annually** or sooner if:

- Legislation changes
- An incident highlights the need for improvement
- Ofsted or LA guidance is updated

Reviewed by: Rachel Penny (Manager/DSL) **Approved by:** Julia Jameson (Chairperson) **Next Review Due:** [Insert date]