**Accident / Incident and First Aid Procedures**

It is my absolute priority to keep children safe while they are in my care. However, occasionally accidents and incidents do occur.

I aim to keep children safe. I stay within the ratios required by the Early Years Foundation Stage (EYFS, 2017).

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health & Safety Executive (HSE) and the Statutory Framework for the Early Years Foundation Stage (EYFS) for the reporting of accidents and incidents.

Child protection matters or behavioural incidents between children are not regarded as incidents for this purpose and there are separate procedures for these below.

What is the difference between an accident and an incident?

• 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.

As a registered Nanny and Babysitter, I ensure to comply with all legal and statutory requirements. I have attended Paediatric First Aid Course and I hold a valid certificate. I am trained to administer basic first aid treatment should a need arise. I have a fully stocked first aid box appropriate for use with early years children. The first aid boxes are clearly labelled and easily accessible. I hold signed written permission from parents to give first aid or seek emergency treatment for their child if it is needed.

I will record information about the accident, incidents and any first aid administration on an **Accident, Incidents and First Aid Record form** and ask parents to sign – ideally on the same day. If I do not see parents, I will message them to let them know that their child has had an accident and the steps I took to support their child.

**Serious accidents and injuries**

If I am unable to help the child or if I am concerned about an injury I will

• Contact emergency services to request an ambulance – 999 or 112

• Follow advice from emergency services

• Inform parents as soon as possible to come and collect their child or meet them at hospital depending on what is decided

• If necessary, send the child with emergency services in an ambulance.

After every accident / incident, however minor I will:

• complete a report in my accident book

 • ask you to sign the report and then provide you with a copy

After a serious accident, in addition to parents, I am required to notify

• Ofsted - enquiries@ofsted.gov.uk

• The Health and Safety Executive - <http://www.hse.gov.uk/riddor/>

• My insurance company.

I will make all records including my Accident and First Aid Record available to other agencies or professionals on request.

**Accidents at home** – it is important that parents tell me about any accidents or injuries their child has had at home so I can make a record of what happened and contact emergency services or take advice from the child’s doctor if they are ill during the day. When parents inform me about accidents or injuries that have happened at home, I will complete an Accident at Home Record form and ask parents to sign.

**Record keeping and retention** – I am required to retain Accident, Injury and First Aid Record forms until the child is 21 year and 3 months old for insurance purposes. I will keep documentation as confidentially as possible during this time. If you have any questions about my Policy / Procedures or would like to make any comments, please ask.

Signed: Arden Nolan-Meharg

Date: 11/06/2023