

Accidents and First Aid Policy and Procedure

All members of staff at Meynell Kindergarten are required to hold a Paediatric First Aid Certificate.

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Meynell Kindergarten has valid Public and Employer's Liability Insurance cover.

Accidents and Incidents

In order to deal with accidents and incidents we will ensure that:

- The first aid kit complies with the Health and Safety (First Aid) Regulations 1981.
- A designated person regularly checks the first aid kit. The designated person is Mrs Jackie Roberts.
- The first aid kit is clearly marked and is easily accessible to adults and out of reach of children.
- The first aid kit is **located in the office and the baby room.**
- An accident/incident and first aid log is on the premises at all times and is easily **accessible.**
- The accident/incident and first aid log is completed as required with the date, time, details of the accident/incident, first aid treatment administered and signed by staff and a witness. Parents will be informed as soon as possible of the accident /incident and asked to sign the first aid log on the day the accident occurred.
- Staff members are aware of the location of the first aid kit, accident/incident log and the procedure for reporting.
- Parents/carers have signed the appropriate consent forms on their child's registration to the setting.
- Medical advice/assistance is sought (GP or Hospital) where necessary.

Emergency Procedure

1. ASSESS SITUATION- SECURE FROM DANGER REMOVE OTHER PEOPLE
2. TREAT INJURY- PERFORM ANY TREATMENT NECESSARY
3. IF NECESSARY- CALL ASSISTANCE [DOCTOR OR AMBULANCE]
4. INFORM PARENTS- EITHER BY RINGING, OR AT THE END OF THE SESSION, ACCORDING TO THE SEVERITY OF THE INCIDENT

ANY SERIOUS ACCIDENT WILL BE REPORTED TO THE HEALTH & SAFETY EXECUTIVE (RIDDOR) AND OFSTED.

This policy has been adopted by Meynell Kindergarten

Signed on behalf of the setting by:

..... Chairperson

..... Manager

Date:

Review Date: