**Accidents and First Aid Policy and Procedure**

At Pegasus Childcare Centre safety for all is paramount and every measure will be taken to ensure children are protected from hurting themselves, however accidents do occasionally happen and the following information sets out how accidents will be dealt with and how we look after your children if/when an accident occurs.

At least one member of staff with a current Paediatric First Aid will be on the premises or on an outline at any one time. All staff will take part in random ‘first aid drills’ where management will pretend that a doll/teddy is injured and staff have to complete first aid.

Staff Member who are First Aid trained –

Paige Shackleton – Paediatric First Aid & Adult First Aid

Emma Thornalley – Paediatric Frist Aid & Adult First Aid

Gemma Hartley – Paediatric First Aid

Natasha Taylor – Paediatric First Aid

Pegasus Childcare Centre Paediatric First Aid qualifications will be appropriate to caring for infants and young children and approved by the Local Authority.

Pegasus Childcare Centre has valid Public and Employers Liability Insurance cover.

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

* Our first aid kits comply with the Health and Safety (first Aid) Regulations 1981
* Our first aid kits are regularly checked by a designated person. The designated people are ***Paige Shackleton and Emma Thornalley***
* Our first aid kits are clearly marked and are easily accessible to adults and out of reach from children.  The main first aid kit is located in the middle of the main room, on the wall above staff stations. The kitchen first aid kit is located on top of the microwave in the kitchen and the outings first aid kit is located in the yellow emergency box along with the emergency exit first aid kit, in the main room near the fire exit door.
* An accident/Incident and first aid log is on the premises at all times and is easily accessible in the children’s information folder. These forms are completed as required with date, time, details of the accident/incident, first aid treatment administered. This will be emailed over to the child’s Parents/Carers, where Parents/Carers will read and reply with an email acknowledging the accident/incident
* Parents/Carers have signed the appropriate consent forms on their child’s registration to the setting.
* All staff are aware of their responsibility to ensure a safe environment and the reporting of any health and safety issues in line with Pegasus health and safety policy.
* The accident/Incident record form will be sorted appropriately and will be reviewed regularly by the setting management - *Paige Shackleton & Emma Thornalley* to monitor trends and identify any areas within the environment that need to be subject to future risk assessments.

**Accident and First Aid Procedures - In the event of an accident in the setting staff will:**

* Reassure and comfort the child
* Assess the extent of the child’s injuries and administer first aid treatment. If necessary medical assistance will be obtained (Doctor or Ambulance)
* Inform Parents/Carers by email if this is a minor injury such as a grazed knee before the end of the child’s sessions.  If your child has a head injury, staff will phone Parents/Carers to let them know what happened and how the child is. An email with the accident will also be sent over to them.  When Parents/Carers receive the accident email stating their child’s injury, they must reply as acknowledgment.

**Emergency Serious Injuries/Medical Treatment within Pegasus Childcare Centre**

* Staff to complete a full incident record
* Inform Ofsted about any serious Emergency accidents, illness or injury to do with children (As it states in the EYFS) and to also Inform the Insurance Company
* Report to the Health and Safety executive (RIDDOR)

*Useful Publication: Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies. Ofsted Childcare Factsheet Oct 2011-reference number 110009*

It is very important that Parents/Carers keep the setting informed regarding their child’s condition following an accident and if Parents/Carers sought additional medical advice or care.

**In the event of an accident in the home:**

* Parents/Carers must inform staff of any accident at home so that staff can keep an eye on the child and their injury.
* Parents/Carers will be asked to send an email and complete the Pre-existing injury for at drop off with the Time, Date, the injury and what happened.
* If staff see evidence of an injury on a child that has not occurred in the setting and has not been reported to any member of staff, Parents/Carers will be asked for information and asked to send an email stating information about the pre-existing injury.

**Duty to safeguard children**

If staff are concerned that injuries sustained at home are not consistent with parental explanations, they will seek advice from Children’s Services Customer Service Centre in accordance with requirements to safeguard children - See our safeguarding Policy and procedure

*This Policy and Procedure has been adopted by Pegasus Childcare Centre*

**Signatures on behalf of the setting by:**

 **Signed (Manager)**

**Signed (Chair)**

**This policy was reviewed and adopted on**

The Policy will be reviewed every two years.

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| **Date of Review** | **Policy Updated** | **Signed (Chair)** |
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