

Our Free Minds Child Accident, Illness and Injury Policy

Purpose and Scope of the Policy:

The purpose of this policy is to ensure that when an accident occurs at Our Free Minds, appropriate action is taken, and accurate information is recorded and communicated.

It is the responsibility of every member of staff and volunteer to ensure that accidents and injuries are dealt with appropriately and swiftly.

For the purpose of this document, when an **accident** is mentioned, it 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.

Dealing with an Accident, Illness or Injury

The safety of your child is paramount. However sometimes accidents do unavoidably happen, and the following procedure will be carried out in dealing with the situation:

- The child will be comforted and reassured.
- The extent of the injury will be assessed by a trained First Aider and if necessary, call for medical support/ambulance.
- First aid procedures will be carried out, if necessary, by a trained first aider.
- If the injury or illness is sufficient that the child needs to go offsite for treatment or to be at home, the parent/carer will be contacted and informed of the accident, and where necessary, be asked to come to care for your child or meet at the hospital.
- A phone call or a personal message to the parent/carer will always be made following a head injury.

If we feel that an accident warrants your attention, an incident report will be completed and provided to the parent/carer.

- Any patterns in accidents or injuries will be risk assessed. Adaptations to the venue and to the routine will be made to ensure accidents/ incidents are kept to a minimum.

If the child requires any medical treatment we will:

- Inform the insurance company.
- Contact NSPCC for additional advice / support.

In the case of a head injury we will:

- Ensure the parent has been contacted.
- Ensure other staff/volunteers on site are aware and watching for signs of concern.
- Monitor the child thoroughly throughout the day for any changes in health.

First aid

At Our Free Minds we pride ourselves on having 100% of employed staff paediatric first aid trained. First aid boxes are dotted around the setting and visibly labelled.

The manager is responsible for making sure that all medical information and emergency contact details on the children's documents/files are up to date and accurate.

When an accident occurs, it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

Recording Accidents or Incidents to Children

We keep written records of significant accidents, incidents, or injuries to a child together with any first aid treatment given. The event is recorded by completion of an "accident/incident report" and the procedure is the same for both types of events as follows:

- An accident/incident report is completed by a member of staff who witnessed the event.
- The form must be written accurately and clearly.

The form must include:

- Whether it is an accident or incident being recorded
- Date of accident/incident
- Time of accident/incident
- Name and signature of person who dealt with the accident/incident.

- Description of accident/incident
- Description of care given
- Name of person who gave care (this must be a paediatric first aid qualified member of staff)
- Description of injury (if applicable)
- Position of injury illustrated (use body map if necessary)
- Witness signature

Our Free Minds staff will report incidents of a serious nature to the Board, including injuries, complaints or concerning interactions between children.

This policy statement was adopted by: Our Free Minds	Last reviewed date: 1.9.2025
To be reviewed: 1.9.2028	Signed: Katie Kotting and Clea Sambrook