**Busy Bodies Child Care Centre Ltd**

**Health and Safety: Accidents and First Aid Policy**

Busy Bodies believes in ensuring that appropriate systems are in place to deal promptly with emergencies such as accidents and incidents. The setting ensures that staff are appropriately qualified to administer first aid if a child becomes seriously ill or injured during his/her attendance. We will reserve the right to call for emergency assistance so that appropriate medical emergency treatment can be given.

**Procedure**

* Have a minimum of one suitably stocked first aid box in the nursery at all times.
* At least one appointed person at any time is to take charge of first aid arrangements.
* Provide information to all employees, children and parents/carers of the arrangements for first aid.
* Have a procedure for managing accidents.
* Review the arrangements for first aid at least once a year.

**First Aid boxes**

All first aid boxes at Busy Bodies will conform to the Health and Safety legislation. The main first aid box is located on the top of the cupboard in the main room by the computer. One box is for staff and one box is for the children / young people.

**Appointed persons**

The following person(s) are responsible for ensuring the first aid boxes are correctly stocked according to legislation ………. Emily Ewen……….. .

**Information**

* A notice will be placed in the setting stating the location of the nearest first aid box and the names of the person trained to in emergency first aid.
* Children will be told what to do if there is an emergency.
* Details of the settings arrangements for first aid will be included in the welcome pack for all parents/carers.

**Accidents**

In the event of a child or young person having an accident involving an injury or suspected injury during a session tie the following procedure will be followed;

* Adult will be sent for the named first aider
* Ensure safety of injured child and any other children who are injured
* Do not take action until first aider arrives

**Accident reporting**

All accidents will be recorded and reported appropriately. Which must include;

* The date, time and place of accident
* The name of the injured person
* Details of injury and what first aid treatment was given
* What happened to the person immediately afterwards
* Name and signature of the person or first aider dealing with the accident
* Parent/carer must sign and take a copy of the report leaving the setting with the original copy.

It is vital that you always provide the setting with a contact number in case of an emergency.

In the event of a serious accident there is a requirement for the nursery manager to inform Ofsted. This should be done initially by phone on 03001231231. The followed up in writing to Ofsted.

**Accidents at home**

Where a child has had an accident in the home (outside of nursery hours) please ensure that you inform the staff on duty about what happened and when and where the injury was received.

Any existing injuries will be recorded in a book, giving details of;

* Name and address of child
* How and when the accident occurred
* What the injuries were
* What first aid was given
* Who was it reported to

The page will then be signed and dated by the member of staff who dealt with the accident and the Manager will also sign the book to state they have been informed.

First Aid training

All staff are required to attend a paediatric first aid course every three years to keep up to date with regulations.

Name First Aid Leader …………………………………………………………………….

Members of staff with First Aid Training:

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed………………………………………………………..

Signed ………………………………………………….. Signed………………………………………………………..

Signed ………………………………………………….. Signed………………………………………………………..

Signed ………………………………………………….. Signed………………………………………………………..