



Harvard Park Policies and Procedures: **Accidents and Emergency Treatment**

47. Accidents and Emergency treatment

Person responsible for checking and stocking first aid box:

Day Nursery: Carol Mayell – Manager, Elvia Acosta – Deputy Manager, Nicki Saunders and Tracey Milstead – Directors

Pre-School: Victoria Close – Manager, Jeanna Smith – Deputy Manager, Nicki Saunders and Tracey Milstead – Directors

The setting provides care for children and promotes health by ensuring emergency and first aid treatment is given as required.

- Parents/carers' consent to emergency medical treatment is sought on registration.
- At least one person who has a current paediatric first aid (PFA) certificate must always be on the premises and available when the children are on the premises and must accompany children on outings [or all staff are paediatric first aiders], who regularly update their training. We consider the number of children, staff, staff breaks and the layout of our setting to ensure that a paediatric first aider is always available and can respond to emergencies. We ensure that the training provider who delivers PFA training to our staff are competent.
- Students and trainees that have PFA training may be included in ratios at the level below their level of study where we deem them competent and responsible.
- First Aid certificates are renewed at least every 3 years, in line with the EYFS, all staff who obtained a level 2 and/or level 3 qualification since 30th June 2016 must obtain a PFA qualification within 3 months of starting work to be counted in ratios.
- All members of staff know the location of the First Aid Boxes. Unnecessary items which are not listed are not kept in the first aid kit: <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>
- Vinyl single use gloves are also kept near to (not in) the box as well as a thermometer.
- For any injuries and accidents, First Aid treatment is given by a qualified first aider; the event is recorded on the settings Accident form and filed in the child's file after parent/carer signature is obtained. Parents/carers may have a photocopy of the accident form on request.
- In the event of minor injuries or accidents, parents/carers are usually contacted via phone call before collection of their child. If the child is unduly upset, or members of staff have any concerns about the injury, parents/carers are asked for clarification on what they would like to do, i.e. collect the child or take them home and seek further advice from NHS **111**.
- Parents/carers are then also informed when picking up their child where they will be asked to sign the accident form.

Serious accidents or Injuries

- An ambulance is called for children requiring emergency treatment.

- First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, Death of a child on site procedures is implemented and the police are immediately called : <https://www.perfectstartmontessori.com/data/documents/06.07-Death-of-a-child-on-site-January-2024.pdf> (for further reference).
- The registration form is taken to the hospital with the child.
- Parents/carers are contacted and informed of what has happened and where their child is being taken.
- If the parents/carers do not arrive at the setting before the ambulance sets off for the hospital, a member of staff accompanies the child and remains with them until the parents/carers arrive.
- The setting manager/director arranges for a taxi to take the child and carer to the hospital for further checks for minor injuries, if deemed necessary.

Recording and reporting

- In the event of a serious accident, injury or serious illness, the setting manager/director notifies the owner/trustee/committee using Confidential Safeguarding Incident report form, or other agreed reporting format, as soon as possible.
- If required, a RIDDOR form is completed; one copy is sent to the parent/carer, one for the child's file and one for the local authority Health and Safety Officer.
- The owners/trustees/committee are notified by the setting manager/director of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care to be able to notify Ofsted and any advice given will be acted upon. Notification of Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, after consultation with the owners/directors/trustees, inform local child protection agencies of these events.

In case of an emergency, where life is questioned, we may use lifesaving medication that of which is prescribed for someone else. For example, where anaphylaxis is suspected, an EpiPen which is prescribed for another adult or child at Harvard Park may be administered under the guidance of medical professionals.

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead