

St Nicolas Playgroup



Accident and injuries policy

1.0 Policy statement

The safety of the children is paramount, and we take every measure to ensure the children in the setting are protected from harm. However, accidents do happen within this age group and this policy outlines how we deal with these situations.

1.1 Our staff are required to attend a 12-hour paediatric first aid course every 3 years. Evidence of certificates are available if required.

2.0 Accident and injury procedure

In the event of an injury your child will be comforted and reassured. The extent of your child's injuries will be assessed and if necessary medical assistance will be called for. We have a first aid box accessible at all times and first aid procedures will be performed if necessary. Our first aid box is regularly checked and restocked. We will contact parents/carers and ask them to collect children if necessary. Written permission from parents/carers will be needed on enrolment to seek emergency treatment.

2.1 In order to ensure the safety of both children and adults, the playgroup will ensure that:

All children will be supervised by adults at all times and will always be within sight of an adult. The group will try to maintain an adult : child ratio of 1:6 for over 3's and 1:3 for under 3's, although the law states that adult : child ratio for over 3's is 1:8, 1:5 for under 3's and 1:3 for under 2's.

2.2 All accidents/incidents sustained during the session will be recorded on Blossom. The following details will be recorded:

1. The name of the casualty
2. The date, time, and place that the incident/accident occurred
3. The cause of the accident i.e. what happened
4. A brief description of the injury (if any) sustained
5. The first aid (or other) treatment administered and by whom
6. Whether or not medical aid had to be sought
7. The name of the person who dealt with the incident

2.2.1 Parents will be asked to sign an acknowledgement on Blossom on collection of their child.

2.3 A report of all accidents will be created, and regular safety monitoring will include checking the incident log termly to identify areas of risk.



2.4 An existing injuries form is available on Blossom for staff to record visible bruises, bumps & grazes on children entering playgroup or any injury reported to staff by parent/carer that may have occurred prior to the child entering the setting. For safeguarding reasons, a record is kept of the number of existing injuries recorded per child.

3.0 Reporting accidents and incidents

3.1 Ofsted is notified as soon as possible, but at least within 14 days of any instances which involve:

- Food poisoning affecting two or more children looked after on our premises.
- A serious accident or injury to, or a serious illness of, a child in our care and the action we take in response; and
- the death of a child in our care.

Local safeguarding agencies are informed of any serious accident or injury to a child, or the death of a child, while in our care and we act on any advice given by those agencies.

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

3.2 We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations). We follow procedures under the Health and Safety Executive (HSE) guidelines such as:

- Any work-related accident leading to an injury to a child or adult, for which they are taken to hospital.
- Any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days.
- When a member of staff suffers from a reportable work-related disease or illness.
- Any death of a child, or adult that occurs in connection with activities relating to our work or any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done e.g. a gas leak.

Any dangerous occurrence or major incident is recorded in our incident book including those that are reportable to the Health and Safety Executive.

3.3 We have ready access to numbers for the emergency services and to the person responsible for the premises we rent.

Incidents include:

- A break-in, burglary, or theft of personal or the setting's property.
- An intruder gaining access to the premises.
- A fire, flood, gas leak, or electrical failure.



- An attack on a member of staff or parent on the premises or nearby.
- Any racist incident involving staff or family on the setting's premises.
- A notifiable disease or illness, or an outbreak of food poisoning affecting two or more children.
- The death of a child or an adult.
- A terrorist attack or threat of one.

3.4 We regularly risk assess the setting in line with the EYFS safeguarding and welfare requirements and evidence fire drills on a half-termly basis.

We have emergency evacuation/lockdown procedures in place for incidents such as a gas leak, fire, intruder, and terrorist attack. We have specific policies on these procedures.

Policy adopted on 02/03/2022

This policy was reviewed by:	The Manager	Signed
On:	Date: 21 August 2025	VE Evans
Date of next review:	Date: 21 August 2026	