



First Aid policy

Reviewed by and date: Philippa Vince (October 2022)

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Contact information

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Accidents and First Aid

At Toucan Education we always aim to protect children. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

Accidents

Accident form completed and uploaded to the child's individual confidential file.

- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form and report it to their line manager or CEO. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it as soon as they collect their child
- The CEO or line manager reviews the accident forms termly for patterns, e.g. one child having a repeated number of accidents or a particular time of the day when most accidents happen. Any patterns will be investigated by the CEO and all necessary steps to reduce risks are put in place
- The CEO will report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- The Accident File will be kept for at least 21 years and three months
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
- Where medical treatment is required the CEO or line manager will follow the insurance company procedures, which may involve informing them in writing of the accident
- The registered provider will report any accidents of a serious nature to Ofsted and the local child protection agency, where necessary. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed.

Organisation Contact

Ofsted 0300 123 1231

Health and Safety Executive 0845 300 99 23

RIDDOR report form <http://www.hse.gov.uk/riddor/report.htm>

Transporting children to hospital procedure

The CEO or staff member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the management team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

First aid

The first aid bags are located in: visible 1 per floor of the building

These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes monthly and replaces items that have been used or are out of date.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

All of the staff are trained in paediatric first aid and this training is updated every three years.

All first aid trained staff are listed in every room. When children are taken on an outing away from the building, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

Please see medication policy in relation to procedure of administration and storing.