Accidents and First Aid

At Stanmore Montessori we aim to protect children at all times. 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

The Recording of Accidents Book is kept securely in the office cupboard

- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was the first to find the child where there are no witnesses. They must record it in the Accident Book and report it to the Manager. 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 Accident Book is accessible to all staff and volunteers who all know how to complete it.
- The Manager reviews the accident books termly to identify any potential or actual hazards. Any patterns will be investigated by the manager and all necessary steps to reduce risks are put in place.
- The manager 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 manager will follow the insurance company procedures, which may involve informing them in writing of the accident.
- The manager will report any accidents of a serious nature to Ofsted and Harrow Early Years Children's Social Care Team (as 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. This is done as soon as is reasonably possible.

Transporting children to hospital procedure

The manager 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 medication sheets, medication and access to parents contact details.
- 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.
- 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 boxes are located on the shelf just inside the children's toilet. They are accessible at all times with appropriate content for use with children. They are out of reach of the children.

The appointed person – **Tracey Hamilton -** responsible for first aid, checks the contents of the boxes twice a term and replaces items that have been used or are out of date.

The first aid boxes 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.
All of the staff are trained in paediatric first aid by an Ofsted approved training company and courses are consistent with the criteria set in Annex A of the Early Years Foundation Stage statutory framework for group and school-based providers. The training is updated every three years.

Personal protective equipment (PPE)

Stanmore Montessori provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

Head injuries
If a child receives a head injury while in the setting then we will follow this procedure:
- Comfort, calm and reassure the child
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedures if this is required (see below)
- If the skin is not broken, we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child
- If the skin is broken, then we will follow our first aid training and stem the bleeding
- Call the parent and make them aware of the injury and if they need to collect their child
- Complete the accident form
- Keep the child in a calm and quiet area whilst awaiting collection, where applicable
- We will continue to monitor the child and follow the advice on the NHS website as per all head injuries https://www.nhs.uk/conditions/minor-head-injury/
- For major head injuries we will follow our paediatric first aid training.

Choking
When a child experiences a choking incident that requires intervention, we will:

- Record details of where and how the child choked
- Make parents aware of the incident.

Dealing with blood

We may not be aware that any child attending the setting has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Needle puncture and sharps injury

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

At Stanmore Montessori we treat our responsibilities and obligations in respect of health

and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

Legal Framework

Early Years Foundation Stage statutory framework for group and school-based providers 2026

Health and Safety (First Aid) Regulations 1981

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

The Management of Health and Safety at Work Regulations 1999

This policy was adopted on	**Signed on behalf of the nursery**	**Date for review**
1 September 2026	*Nicky Quint*	*1 September 2027*