



Stepping Stones Nursery

Accidents and First Aid Policy



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Document Control	
Summary of Changes	April 2026
Date of original issue	April 2024
Name of originator	
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Next review date	April 2027

Accident Recording in the EYFS Setting 3.51. Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given. (Statutory Framework for the Early Years Foundation Stage 2021)

Policy Statement

Stepping Stones Day Nursery has a duty to assess and implement first aid arrangements to meet the needs of their staff and children within its care. The safety of all children is paramount and we have measures in place to help to protect children. 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. A statement agreeing to emergency first aid being delivered appears in the registration pack (consent form) for each child.

Please refer to the Supporting Pupils with Medical Needs Policy for information on how medical conditions will be managed within the Nursery. Information on how medication will be delivered can be found in the Medication Procedures document which also outlines how Calpol will be used within the Nursery. Information around food safety, including at meal times, can be found in the Food and Drink Policy.

Declaration of Adoption

This document has been reviewed by the Senior Leadership Team & H&S Governor and has been formally adopted. This policy is updated at least annually in consultation with or after a serious accident or incident.

Injuries whilst in Nursery setting

A child has a minor bump or scrape.

Ask the child to wash the area (if appropriate). Assess and administer first aid, complete Accident form sheet and attach to clipboard to be signed by parent/carer at the end of the day. Once signed this is put into the rooms Accident form folder (within their welcome desk area)

A child hurts themselves – cut/injury requiring cleaning or medical attention.

Can you manage this within your room setting?

Yes - administer first aid, complete accident form and attach to clipboard to be signed by parent/carer at the end of the day. Ensure you monitor the child for a short period of time afterwards.

No – call through to the Senior management team & ask them to come to the injured child to help assess the situation. The Adult originally involved in dealing with incident writes up the first aid incident on an accident form. This is attached to clipboard and signed by parent/carer at the end of the day.

A child has a head bump or more serious injury/illness.

Can you manage this in your room setting?

Yes - administer first aid, complete accident form and attach to clipboard to be signed by parent/carer at the end of the day. Ensure you monitor the child for a short period of time afterwards. Give parent/carer a courtesy call to make them aware of bump to head/face.

No - call through to the senior management team & ask them to come to the injured child to help assess the situation. The adult originally involved in dealing with incident writes up the first aid incident on an accident form. This is attached to clipboard and signed by parent/carer at the end of the day. Call the parent and make them aware of the injury and if they need to collect their child

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/>

A child injures themselves and is in a lot of pain.

Do not move the child & keep the child still. Call through the office team & ask them to come to the injured child to help assess the situation. If any head/neck/back injury is suspected, it is important that the child doesn't move. For this situation, each person involved with attending to the child will be asked to write up their part of the incident. The Senior Management Team will record on ARMs. SMT will decide who updates the family.

Accidents or incidents

- A member of the senior leadership team reviews the accident/incident forms at least half termly for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns are investigated by the nursery manager and all necessary steps to reduce risks are put in place
- The nursery manager reports any serious accidents/incidents to the registered person (Matthew Wynne) 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))
- Where medical treatment is required the nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident
- The Nursery manager will report any accidents of a serious nature to Ofsted and the local authority 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.

Transporting children to hospital procedure

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. We will not attempt to transport the injured child in our own vehicles
- Notify the parents/carers immediately
- Children who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the Nursery site in time to go with their child themselves.
- If possible, the adult accompanying them will take any relevant information with them, such as registration forms, relevant medication sheets, medication and the child's comforter

First aid boxes

The first aid boxes are located in: **Dolphin and Seahorse shared toilet area and all other rooms toilet areas**. These are accessible at all times with appropriate content for use with children.

Rosie Tinker (Health and wellbeing manager at The Regis School) checks the contents of the boxes regularly and replaces items that have been used or are out of date.

The staff first aid box is kept **in the Nursery unit toilet**. This is kept out of reach of the children.

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.

The criteria for training of paediatric First Aid are located in Annex A of the Early Years Foundation Stage Framework 2024 but must be renewed every three years

We ensure there is at least one person who holds a current full (12 hour) paediatric first aid (PFA) certificate on the premises and available at all times when children are present.

For students to be able to be counted in ratios at a level below their study level they must have a full and relevant PFA certificate.

All first aid trained staff are recorded in the First aid folder in the Turtle room Office. As a setting we ensure the vast majority of staff are first aid trained (with exceptions of office and domestic staff). When children are taken on an outing away from our Nursery, we will always ensure they are accompanied by at least one member of staff who holds a current full (12 hour) PFA certificate. A first aid box is taken on all outings, along with any medication that needs to be administered in an emergency. At least one staff member will be sat with children for the duration of all meal and snack times. This is to ensure a quick response to any emergencies which may happen (e.g choking)

	Date
Date of last review:	April 2026
Date of next review:	April 2027

