

The Early Years Foundation Stage (EYFS)

The EYFS is the statutory framework in England. The latest version is here:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

The requirements of the EYFS in relation to accidents, injury and first aid state:

- Childminders must ensure a first aid box with appropriate items for use on children is always accessible.
- Childminders must keep a written record of accidents or injuries and first aid treatment.
- Childminders 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.
- Childminders must notify Ofsted ... of any serious accident, illness, or injury to, or death of, any child while in their care, and of the action taken. This must be done as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A childminder who, without reasonable excuse, doesn't meet this requirement commits an offence. Childminders must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.
- Childminders must ensure that they take all reasonable steps to ensure that children in their care, and any assistants, are not exposed to risks and must be able to demonstrate how they are managing risks.
- Paediatric first aid training must support childminders to: 'Understand the role and responsibilities of the paediatric first aider (including appropriate contents of a first aid box and how to record accidents).'
- Records relating to individual children must be retained for a reasonable period of time after they have left the provision.

Health and safety legislation

Childminders must comply with the Health and Safety at Work Act 1974 which applies to all workplaces, including childcare settings, and requires everyone to maintain a safe and healthy environment.

For example, childminders must ensure the premises and equipment used for childcare are safe and suitable and children are kept safe, secure and healthy.

The Childcare Register

The register for children over the age of 5 years is the Childcare Register. There are 2 parts – the compulsory register and the voluntary register. The Childcare Register is here:

<https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-requirements>

The requirements of the compulsory Childcare Register in relation to accidents, injury and first aid state:

- You must also record, as soon as reasonably possible, any accidents that happen on the premises.
- You must make sure that at least one person looking after children has an appropriate first aid qualification.
- You should keep this information for 2 years from the date it was recorded.

Written by:

Date:

The statutory framework for children under the age of 5 years in England is the Early Years Foundation Stage (EYFS). I must also comply with the Childcare Register requirements for children over the age of 5.

Children sometimes have accidents. I aim to keep children as safe as reasonably practicable inside the setting, when using the garden and on outings to comply with health and safety legislation. I always work within the ratios required by the EYFS and aim to ensure the premises and equipment are safe to use through robust risk assessments.

If an accident happens in the setting or on an outing, I will comfort the child and administer first aid if required. If I am concerned about the child's wellbeing or medical condition, I will ring the emergency services and contact parents / emergency contacts as soon as I can, putting the needs of the child first.

I carry a first aid kit on outings and have parent emergency contact details with me.

After the accident, I will record what happened and ask parents to sign the record form.

Depending on the severity of the injury, I might need to inform my insurance company, the Local Safeguarding Partners, RIDDOR and / or Ofsted.

First aid: I have completed an appropriate paediatric first aid training course and renew it every 3 years. I have a fully stocked first aid box appropriate for use with early years children in the house and another first aid kit which I take on outings. There is always a staff member with a first aid qualification in the setting, sitting with children when they are eating and on outings.

Record keeping: I will record information about the accident and any first aid administration as soon as reasonably practicable after the accident on a record form and ask parents to sign the form, ideally on the same day. If I do not see parents, I will message them to let them know that their child has had an accident and the steps I took to support their child.

Record retention: I am required to retain accident, injury and first aid forms for 'a reasonable period of time' (EYFS). The Information Commissioners Office recommends a retention period of 3 years for minor accidents and injuries. I am required to retain records for 2 years for children over the age of 5 years to comply with my registration on the Childcare Register. Record forms relating to serious or life-changing accidents are retained until the child is 21 year and 3 months old for insurance purposes. I will keep documentation as safely and confidentially as possible and shred / delete when no longer required.

Insurance: my insurance from Childcare.co.uk covers me for death, injury, public liability, damage or other loss. If I have questions about my insurance cover, I will email childcare.co.uk/contact.

Risk assessment: risk assessments do not need to be in writing to comply with the EYFS or Childcare Register. Risk assessments are in place to cover inside and outside areas and outings and aim to keep children safe as reasonably practicable, following advice from the Health and Safety Executive.

Accident monitoring: I review accident forms and do a further risk assessment after an accident or injury to ensure I am taking all necessary steps to protect children. I then make changes to the environment, resources, equipment etc if I feel it is appropriate to keep children safer.

Accidents at home: it is important that parents keep me updated about any accidents or injuries to their child at home, so I can record what happened and share the information with emergency services and / or take medical advice if there is a concern during the day. This helps me to comply with safeguarding requirements.

Choking incidents: if a child has a choking incident, I will record it for parents to sign and inform them about any first aid carried out. I will also advise parents to seek medical advice for their child. I follow safer food advice from the Dept for Education and monitor choking incidents.

<https://help-for-early-years-providers.education.gov.uk/health-and-wellbeing/food-safety>

Allergic reactions: if a child has an allergic reaction, I will record it for parents to sign and inform them about any first aid carried out. If necessary, I will advise parents to seek medical advice for their child. I follow latest allergy guidance from the Dept for Education and NHS guidance on safer eating when children are weaning.

<https://www.nhs.uk/start-for-life/baby/weaning/>

If you have any questions, please ask. Thank you.

Signed:

Review date:

Policy updates

Updated 08.2021: wording reviewed and adapted where relevant to comply with the changes to the Early Years Foundation Stage (EYFS).

Updated 08.2023 – general wording check to ensure policy is current and valid.

Updated 01.2024 – annual wording check.

Updated 01.2025 - annual wording check to ensure policy is current and valid.

Added 'choking incidents' and 'allergic reactions' information to comply with the EYFS 2025 - see Safer Eating Policy for more information.