

Written by:

Date:

The statutory framework in England is the Early Years Foundation Stage (EYFS). The latest version of the framework 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:

- **First aid:** providers must ensure there is a first aid box accessible at all times with appropriate content for use with children.
- **Record keeping:** 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.
- **Notification:** registered providers 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. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Providers 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.

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 Childcare Register in relation to accidents, injury and first aid state:

- **First aid:** you must make sure that at least one person looking after children has an appropriate first aid qualification.
- **Record keeping:** you must also record, as soon as reasonably possible, any accidents that happen on the premises
- **Retention:** you should keep this information for 2 years from the date it was recorded.
- **Insurance:** you must have public liability insurance. This covers death, injury, public liability, damage or other loss.

Children do 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.

Accident, injury and first aid procedures

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 condition, I will ring the emergency services and contact parents as soon as reasonably practicable. If we are on an outing, I will have parent and emergency contact details with me. After the accident, I will record what happened and ask parents to sign the 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 Ofsted approved paediatric first aid training course and renew it with an Ofsted approved training course 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 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, injury or first aid application has occurred 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 Childcare Register children (over the age of 5 years). 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 during this time and shred / delete when no longer required.

Insurance: my insurance through Childcare.co.uk covers me for death, injury, public liability, damage or other loss.

Further accident, injury and first aid considerations

Risk assessment: risk assessments do not need to be in writing to comply with the Early Years Foundation Stage or Childcare Register (for children over the age of 5 years). Risk assessments are in place to cover inside and outside play and outings and aim to keep children safe as reasonably practicable, following advice from the Health and Safety Executive. For more information, see Health and Safety Policy.

Accident monitoring: I regularly look back at 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 will then make changes to the environment, resources, equipment etc if I feel it is appropriate to keep children safer. Please see the Health and Safety Policy for more information.

Accidents at home: it is important that parents tell me 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 they are ill during the day.

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.