



## Accident, Incident and First Aid Policy

At Willows Day Care Brecon the safety of all children is paramount, and we have measures in place to help to protect them. 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.

An accident is defined as anything which causes harm, and an incident is defined as anything which could have caused harm, but which didn't cause harm.

All accidents and incidents must be recorded by the member of staff who witnessed them.

- When an injury occurs, the details will be noted in the Accident/Incident Book.
- The staff and parent must sign the entry as appropriate.
- A relevant record of accidents and incidents must be kept in the child's file.
- If a child is seriously ill or injured, the parents and the emergency services will be contacted at once, and the relevant notification procedures will be followed.
- If the parents cannot be contacted, the Leader or another member of staff will take charge of the situation and accompany the child to the hospital with the relevant information. Willows Day Care Brecon will ensure that there is effective supervision of the other children at the setting whilst responding to the situation.

An investigation as required will be carried out and, Willows Day Care Brecon will implement any necessary changes and work to ensure that the same accident or incident is not repeated. All accidents and incidents are checked monthly for patterns and any patterns will be investigated.

If a child, member of staff or a visitor has a serious accident or incident at Willows Day Care Brecon, this must be reported to the Health and Safety Executive under the RIDDOR regulations (*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*) and to CIW within 10 days.

The Accident File will be kept for 3 years.

### **First Aid**

The contents of the First Aid boxes are checked fortnightly by the manager/registered person. We will ensure all first aid equipment is kept clean, replenished and replaced if necessary.

Any trained member of Willows Day Care Brecon staff can administer First Aid to a child in line with the following procedures:

- Administer First Aid as appropriate
- Call for help if appropriate
- Call emergency services if required
- Ensure everyone is safe and the injured party cared for and accompanied
- Call the parents/carer if appropriate

Trained staff will have attended an age appropriate First Aid course, which will be renewed every 3 years.