



## Colyton Caterpillars Early Education Early Years Accident Procedure/Medical Treatment Policy

This policy was agreed by trustees/staff:	
Date of last review:	December 2023
Date of next review:	July 2024
Reviewed by:	K.Clode

All children fall and bump themselves, so it is crucial that they receive the right treatment. Emergency medication for serious conditions (i.e. allergies) will be stored accordingly after discussions with parents/staff. This will be easily accessible in case of emergency. Staff would seek appropriate advice from parents on administering this medication if required. A number of staff are First Aid qualified and are required to maintain their certificate.

### **Paediatric First Aid**

Gemma Berry	Penny Eastwood	Fenella Clode
Dawn Bilton	Emily Male	
Hannah Male	Ella Winnett	
Tracey Bennett	Jake Challis	

### **Online Basic 1<sup>st</sup> Aid**

Kate Clode

First Aid cabinet is available in hallway opposite kitchen and is fully stocked. ALL accidents no matter how minor even if no wound shows will be recorded on our accident forms. From time-to-time accidents can go unwitnessed, therefore children will be consulted to find the cause and reports will state as such.

Parents are asked to sign the duplicate form on collection of their child and a yellow copy given.

The accident book will record the following information:

- Child's name
- Date of accident
- Circumstances of accident
- Extent of injuries
- What first aid was given by staff?
- Which member(s) of staff dealt with the accident?
- Signature of parents acknowledging that they have been told about the accident

If the accident is serious enough that the staff feel further medical help is required, the child will be taken to the nearest Accident and Emergency department. Two members of staff will be accompanying the child and they will take the child's records, which contain details of the child's doctors and any allergies that they may have. Parents will be contacted immediately so that they can join the child and member of staff at the hospital. The Manager will be made aware of any serious injuries and will act accordingly.

Parents will be contacted immediately with head injuries that are a cause for concern, so they can decide on medical attention or collection. Head injury forms are completed and advise sheet given.

Epi-pen training procedure must follow appropriate protocol in the setting.

If an injury has taken place at home the parents are required to fill in the incident book and sign it. This will prevent staff mistaking any injuries that happen at nursery with those that have happened elsewhere.

Accident Forms are maintained properly and are reviewed regularly by the Nursery's Health and safety officer and shared with managers to identify risk areas or problems with equipment.

**The nearest medical centre is;**

Colyton Medical Practice, Grove Hill, Colyton

EX24 6ET 01297 552728      Grid Ref: SY 24655 93778

Links to EYFS 2012 Standard – Health and Safety