



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

This policy was agreed by trustees/staff:	
Date of last review:	January 2025
Date of next review:	July 2025
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. All allergies/intolerances are listed with a photograph of the member of staff/child on the kitchen door and all staff are made aware of these allergies/intolerances. 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

Dawn Bilton	Penny Eastwood
Hannah Male	Emily Vincent
Tracey Bennett	Chloe Challis
Fenella Clode	Jake Challis

The First Aid cabinet is available in hallway opposite kitchen and is checked each month. ALL accidents are recorded on our accident forms which are then emailed to parent/carers. From time-to-time accidents can go unwitnessed, therefore children will be consulted to find the cause and reports will state as such.

The accident form 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?

If the accident is serious enough that the staff feel further medical help is required, the child's parent/carers will be contacted immediately and where necessary, the emergency services. The Manager will be made aware of any serious injuries and will act accordingly.

Parents will be contacted immediately with any injuries that are a cause for concern, so they can decide on medical attention or collection. Head injury forms are completed and emailed to parent/carers.

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

If an injury has taken place at home, parent/carers are required to sign an 'accident from home' form. 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 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