

## **Accidents and First Aid Policy**

At Grantham Farm Montessori School the safety of all child is paramount and we have measures in place to help to protect children. However sometimes accidents do unavoidably happen.

We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen<sup>1</sup>; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

### **Accidents**

When an accident or incident occurs, we ensure:

- The child is comforted and reassured first
- The extent of the injury is assessed and if necessary, a call is made for medical support/ambulance
- First aid procedures are carried out where necessary, by a trained paediatric first aider
- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses.
- The accident or incident is recorded on an Accident/Incident Form on My Montessori Child > 'Need to Know' and it is reported to the school head teacher or deputy in charge. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.
- Parents are directed to their child's My Montessori Child Portal where they can view details of the Accident/Incident . They are also informed of any first aid treatment given. They are asked to e-sign it the same day, or as soon as reasonably practicable thereafter
- The senior first aider reviews the accident/incident forms at least termly for patterns, e.g. one child having a repeated number of accidents, a particular area in the school or a particular time of the day when most accidents happen. Any patterns are investigated by the head teacher and all necessary steps to reduce risks are put in place
- The senior first aider reports any serious accidents/incidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- The Accident File is kept for at least 21 years and three months
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately

---

<sup>1</sup> An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.  
An Incident is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

- Where medical treatment is required the head teacher will follow the insurance company procedures, which may involve informing them in writing of the accident
- The head teacher will report any accidents of a serious nature to Ofsted and the local authority children’s social care team (as the local child protection agency), where necessary. Where relevant, such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

Location of accident files: My Montessori Child – see each child’s personal records ‘need to know’.

Contact Details:

Organisation	Contact
Ofsted	0300 123 1231
Local authority children’s social care team	0300 555 1384 / 0300 555 1373
Local authority environmental health department	01256 844 844
Health and Safety Executive	0333 696 5739
RIDDOR report form	<a href="http://www.hse.gov.uk/riddor/report.htm">http://www.hse.gov.uk/riddor/report.htm</a>

### Head injuries

If a child has a head injury in the setting then we will follow the following procedure:

- Comfort, calm and reassure the child
- Assess the child’s condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
- If the skin is not broken we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child
- If the skin is broken then we will follow our first aid training and stem the bleeding
- Call the parent and make them aware of the injury and if they need to collect their child
- Complete the accident form
- Keep the child in a calm and quiet area whilst awaiting collection, where applicable
- We will continue to monitor the child and follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our paediatric first aid training.

### Transporting children to hospital procedure

The head teacher, deputy in charge or senior first aider must:

- Call for an ambulance immediately if the injury is severe. We will not attempt to transport the injured child in our own vehicles

- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the management team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

### **First aid**

The first aid boxes are located in: the children's bathroom in the cupboards above the sinks marked 'First Aid'.

These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes termly and replaces items that have been used or are out of date.

The staff first aid box is labelled and is kept in the children's bathroom in the cupboards above the sinks marked 'First Aid'. This is kept out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

### **The appointed person(s) responsible for first aid is Gitte Bailey**

All staff are trained in paediatric first aid and this training is updated every three years.

All first aid trained staff are listed on the school website, parent noticeboard and on the parent portal of My Montessori Child. When children are taken on an outing away from our school, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings, along with any medication that needs to be administered in an emergency, including inhalers etc.

### **Food Safety and play**

Children are supervised during meal times and food is adequately cut up to reduce the risk of choking. The use of food as a play material is discouraged. However, as we understand that learning experiences are provided through exploring different malleable materials the following may be used:

- Playdough
- Cornflour

- Dried pasta, rice and pulses.

These are risk assessed and presented differently to the way it would be presented for eating e.g. on 'work' trays,

Food items may also be incorporated into the practical life area to enrich the learning experiences for children, e.g. fruits and vegetables. Children will be fully supervised during these activities.

Food that could cause a choking hazard, including raw jelly is not used.

### **Personal protective equipment (PPE)**

The school provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

### **Dealing with blood**

We may not be aware that any child attending the school has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

### **Needle punctures and sharps injury**

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

We treat our responsibilities and obligations in respect of health and safety as a priority and provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

This policy is updated at least annually in consultation with staff and parents and/or after a serious accident or incident.

<b>This policy was adopted on</b>	<b>Signed on behalf of the school</b>	<b>Date for review</b>
<i>February 2024</i>	<i>E. Wetherley</i>	<i>August 2025</i>