



## **Accidents and First Aid Policy**

At Elite SF the safety of all children is paramount, and we have measures in place to help to protect children. However, sometimes accidents do unavoidably happen.

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

### **Accidents or incidents**

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 or an 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 coach 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 and it is reported to a manager. Other coaches 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 shown the accident / incident form and informed of any first aid treatment given. They are asked to sign it the same day, or as soon as reasonably practicable after. If not, it is sent across digitally.
- A manager reviews the accident / incident forms at least monthly for patterns, e.g. one child having a repeated number of accidents, a particular area in the session or space, or a particular time of the day when most accidents happen. Any patterns are investigated by a manager and all necessary steps to reduce risks are put in place.
- A manager reports any serious accidents or incidents to the registered person for investigation for further action to be taken, Ofsted.
- The accident forms are kept for at least 22 years.
- Where medical attention is required for head injuries, a senior coach will notify the parent(s) as soon as possible whilst under the supervision of the child. Parents are informed of minor injuries on pick up.
- Where medical treatment is required, the manager will follow the insurance company procedures, which may involve informing them in writing of the accident.
- The manager or registered provider 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.

### **Location of accident files: Brighthr**

Accident and incident records will be regularly reviewed to identify if there are trends or common features that could be addressed to reduce the risks of accidents and incidents in the setting. Appropriate action will be taken to address any identified concerns.

Contact Details: Jack Bartram

Organisation Contact 07530 062988

Ofsted 0300 123 1231

RIDDOR report form

<https://www.hse.gov.uk/riddor/reporting/index.htm>

Head injuries

If a child receives a head injury while in the setting then we will follow this 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 procedures if this is required

- 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 required.
- 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.

## Choking

When a child experiences a choking incident that requires intervention, we will:

- Record details of where and how the child choked
- Make parents aware of the incident.

Transporting children to hospital procedure.

A manager or coach must:

- Call for an ambulance immediately if the injury is severe. We will not attempt to transport the injured child in our own vehicles.
- Inform a member of the management team immediately.
- Remain calm at all times.

First aid

The first aid boxes are accessible to a coach in sessions.

The appointed person responsible for first aid checks the contents every 3 months.

The first aid coach box is out of reach of children.

First aid boxes should only contain permitted items.

Elite SF coaches on site (where required) are trained in paediatric first aid and training is updated every three years.

Food safety and play

Children are supervised during mealtimes and food is adequately cut up to reduce choking risks.

Personal protective equipment (PPE)

Elite SF provides coaches with PPE according to task requirements.

Dealing with blood

Coaches must wear gloves and follow correct cleaning procedures.

Needle punctures and sharps injury

Sharps must be treated as contaminated waste.

This policy is updated annually or after a serious accident or incident.

This policy was adopted on:

29<sup>th</sup> December 2025

Signed on behalf of Elite SF:

J. Bartram

Date for review: 29<sup>th</sup> December 2026