



Accident Policy

Statement of Intent

At Penguin Preschool, the safety and wellbeing of every child is our highest priority. While we work hard to create a safe environment, accidents can occasionally occur. This policy outlines the procedures that will be followed in the event of an accident, how records are maintained, and how parents/carers are informed.

1. Recording and Reporting Accidents (Children)

- All accidents that occur to children during preschool hours are recorded on our secure online system, iConnect.
 - The accident record includes details of the incident, any injury sustained, and the first aid administered.
 - The child's parent or carer is informed of the accident via notification on parentzone, and asked to view and sign the accident report.
 - For any head injury, parents/carers are verbally informed by a member of staff upon collection in addition to the online record.
 - For any injuries or accidents of significant concern we will contact parents/carers to request collection of their child and advise them to seek medical attention..
 - These records are kept and stored in line with GDPR and data protection regulations.
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2. Notifying Parents/Carers

- Parents/carers are notified by the child's key person that there is an accident form to view and sign.
 - If a child arrives with an existing injury, staff will speak to the parent/carers about the injury.
 - An Existing Injury Form will be completed and must be signed by the parent/carers via Parentzone to confirm the information provided.
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3. Accidents Involving Visitors, Parents, and Siblings

- Any accident involving a visitor, including parents, carers, or siblings on the premises, will be recorded in writing.
 - The record will include:
 - Names of those involved
 - Description of the incident
 - Any action taken
 - The written report will be signed by the individuals involved and reviewed by the Manager.
 - If deemed necessary, the Manager will take further action, such as reviewing risk assessments or safety procedures.
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4. First Aid and Staff Training

- All staff members at Penguin Preschool are paediatric first aid trained in accordance with statutory EYFS requirements.
 - Minor injuries are treated on site by qualified staff using appropriate first aid procedures.
 - Staff wear disposable gloves and aprons when dealing with injuries involving bodily fluids to maintain hygiene and safeguard the child's privacy.
 - All soiled items (e.g., tissues, dressings, gloves) are disposed of in the designated clinical waste bin.
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5. Serious Accidents and Emergencies

- In the event of a serious accident, an ambulance will be called immediately.
- The child's parent/carer will be contacted as soon as possible.
- If the parent/carer has not arrived by the time the ambulance departs, an experienced member of staff will accompany the child to the hospital, taking any necessary medical records and contact details.
- During the registration process, parents/carers are required to sign a consent form giving permission for staff to:
 - Seek emergency medical advice and treatment
 - Accompany their child in an ambulance if necessary

Reporting Serious Accidents

- Any serious accident, injury or incident that occurs to a child while in the care of Penguin Preschool will be reported to Ofsted, in accordance with the Statutory Framework for the Early Years Foundation Stage.
 - Where applicable, the incident will also be reported to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).
 - These reports will be made by the Manager or the designated person without delay and within the timeframes set by the relevant authority.
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6. First Aid Equipment

- A fully stocked first aid kit is available at all times and is regularly checked and restocked by the Health and Safety Officer.
 - First aid kits are also taken on any outings or off-site activities.
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7. Staff Training and Review

- All staff receive regular paediatric first aid training to ensure their knowledge remains up to date and in line with statutory EYFS requirements.
- This Accident Policy is reviewed annually or following any serious incident to ensure its effectiveness.

Reviewed 17/8/2026 Sarah Fielding