



Accidents and First Aid Policy and procedure

At Little Crickets we aim to always protect children. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks through continual Risk Assessment.

Accidents

Location of accident files: All accident records are stored on Ovivo Educational for all early year's children. Accident records for Holiday Club children are stored on IPAL booking system.

- 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. They must record it on Ovivo Educational app or IPAL and report it to the Forest School manager. Other staff who have witnessed the accident will be added to the accident report as a witness, 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 will receive a notification on the Ovivo App and IPAL app, informing them of any first aid treatment given and asked to acknowledge that they have seen the report.
- The Forest School manager reviews the accident forms at least monthly/ for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the Forest School manager and all necessary steps to reduce risks are put in place
- The Forest School Manager will report serious accidents 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 will be kept for at least 21 years and three months
- Where professional medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
- Where medical treatment is required the forest school manager will follow the insurance company procedures, which may involve informing them in writing of the accident
- The forest school manager/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. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.



Organisation Contact

Ofsted 0300 123 1231

Local authority MASH 01202 735046

Local authority environmental health department 01202 261700

RIDDOR report form <http://www.hse.gov.uk/riddor/report.htm>

Head injuries

If a child has a head injury (any bump, knock or fall involving head) in the setting then we will follow the following procedure:

- Calm 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.
- 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
- Complete the accident form
- Keep the child in a calm and quiet area whilst awaiting collection if required.
- We will 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 first aid training.

Transporting children to hospital procedure

The forest school manager/staff member must:

- Call for an ambulance immediately if the injury is severe. We would never transport the sick child in our own vehicle
- Whilst waiting for the ambulance, we would 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:

Accident and First aid policy

Reviewed: November 2025 ES

Next review: November 2026



- The Yurt
- The Wooden Hut
- The Staff Room/Storage Container
- Cold Compresses are stored in the fridge in the wooden hut.

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 regularly, every month and replaces items that have been used or are out of date. 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 the manager or deputy manager named on rota for the day.

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

All first aid trained staff are listed in the mandatory training file. When children are taken on an outing away from our Forest 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.

Food Safety and play

Children are supervised during mealtimes and food is adequately cut up to reduce choking. We understand that learning experiences are provided through exploring different malleable materials the following may be used. These are risk assessed and presented differently to the way it would be presented for eating e.g. in trays,

- Playdough
- Cornflour
- Dried pasta, rice and pulses.

Food items may also be incorporated into the role play area to enrich the learning experiences for children, e.g. Fruits and Vegetables. Children will be supervised during these activities.

Personal protective equipment (PPE)

The nursery 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 forest 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. 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.

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

Recording an accident

We keep written records of all accidents or injuries and first aid treatment. Any accident, however minor, is recorded by completion of an Accident Form via the Ovivo app and IPAL, by the member of staff witnessing the accident. It is then that member of staff's responsibility to ensure parents/ carers are informed and the Accident Form is signed by parents/ carer on the day that the accident occurred.

On the Accident Form, the following information is recorded:

- Time
- Date
- Child details
- How the injury occurred and location
- Injury details (location, Approximate Size and Colour)
- Witness details
- First aid treatment given
- Further action taken
- Parent signature
- Parent comment

Ingestion of poisonous plants

- Do not make the child sick
- Phone the doctors/ hospital for advice- if name of plant is known
- Take the child to the hospital/ doctors - take a sample of the plant
- Phone the child parents and inform them about what has happened
- Staff should note down the time that the child ate the plant

- Staff should note down any symptoms, this could be several hours later than the initial ingestion
- Write up in accident

Skin/eye irritation by plant

- The area affected should be washed with clean water. Eyes should be rinsed with eye wash solution (found in the first aid kits).
- If necessary, seek medical advice with a sample of the plant.
- Within forest school children often find themselves getting stung by nettles or pricked by brambles or holly.
- Write up in accident

Burns/ scalds

In the unlikely event that a child burns or scalds themselves the following steps should be taken.

- Immediately remove the child away from the heat source to stop the burning
- Cool the burn - run the burn under lukewarm water for a minimum of 20 minutes (***Never use ice, iced water or greasy substances***)
- Get the child to remove any jewellery or clothing that is near the burnt skin. A member of staff may need to help the child to do this.
- Ensure that the child is kept warm using a blanket
- Cover the burn with a layer of cling film or a clean plastic bag
- Burn gel may be applied
- Write up in accident log

Incident

We keep a record of any incident, regardless of how minor it is. It will be recorded by staff witnessing the incident. If an incident was not witnessed by any adult, an enquiry must take place with careful calm questioning. This will be done by the forest school manager, who will then write up the incident.

On the incident Form, the following information is recorded:

- Time
- Date
- Nature of the incident
- Injury details, if any
- Witness details
- Any treatment that was given
- Action that was taken
- Any Further action taken, eg, discussion with parents/ careers
- Parents signature
- Parents comments



As standard practice all incidents where the emergency services had to be called out are formally reviewed with Emma Sculfor (Forest School Manager) and any involved adults' in order to review practice and provide quality assurance. Ofsted will also be informed about the incident.