Accidents and First Aid

Grass Roots Nursery Group
Updated October 2026

1. Policy Statement

Grass Roots Nursery Group is committed to ensuring the highest standards of first aid, accident response, and emergency medical care across all settings. The health, safety, and physical well-being of children, staff, and visitors are paramount.
We provide robust first-aid provision, trained staff, clear emergency procedures, and safe choking-response protocols, including the use of LifeVac as a last-resort emergency device.

2. Purpose & Scope

This policy ensures:

- first-aid equipment is available, maintained, and accessible
- staff are trained and competent in paediatric first aid
- accidents and injuries are responded to quickly and safely
- choking procedures follow UK Resuscitation Council guidance
- LifeVac is used safely and appropriately
- emergency services are contacted without delay when required
- all accidents are recorded, reviewed, and retained in line with statutory requirements

This policy applies to:

- all nursery rooms and areas
- all staff, apprentices, volunteers, and visitors
- all off-site outings

3. Statutory Framework & Reference Guidance

This policy operates in full compliance with:

- Early Years Foundation Stage (EYFS) Statutory Framework (DfE, 2026)
- Keeping Children Safe in Education (KCSIE, 2026)
- Health & Safety Executive (HSE) First Aid Regulations
- RIDDOR Reporting Requirements
- UK Resuscitation Council Choking Guidance
- Data Protection Act 2018 & UK GDPR

4. Operational Procedures

A. First Aid Provisions & Staff Training

First Aid Kits

- Kits are located in all rooms and communal areas.
- Kits are audited monthly or immediately after use.
- Outings include a fully stocked travel first-aid kit.

Staff Training

- A Paediatric First Aid (PFA) qualified practitioner is present in every room and on all outings.
- The nursery maintains an appropriate number of First Aid at Work (FAW) trained staff.
- Staff receive regular training in managing asthma attacks, seizures, nosebleeds, cuts, burns, bites, and adrenaline auto-injector use.
- PPE (gloves, aprons, eye protection) is available for all first-aid tasks.

B. Accident & Emergency Response

Immediate Response

- Only PFA-qualified staff administer first aid.
- Mealtimes are actively supervised with staff seated facing children.
- High-risk spherical foods (grapes, cherry tomatoes, sausages) are cut lengthwise into quarters.

Choking Response (UK Resuscitation Council Sequence & LifeVac Use)

Grass Roots Nursery Group follows the **UK Resuscitation Council choking sequence** as the statutory and clinically recognised protocol for responding to choking incidents. Staff are trained to use the following steps:

1. **Encourage effective coughing**
2. **Back blows**
3. **Abdominal thrusts** (for children over 1 year)
4. **Repeat the sequence as required**

These steps must always be attempted first.

LifeVac – Last-Resort Emergency Device

A LifeVac device is available at **both nursery sites**. It may be used **only when:**

- the child has **not responded** to the full UK Resuscitation Council choking sequence **AND**
- the obstruction remains **life-threatening AND**
- a **trained member of staff** is present

Key Requirements:

- LifeVac is a **last-resort adjunct**, not a replacement for standard choking procedures.
- Staff receive **annual LifeVac training and competency refreshers**.
- **999 must be called immediately** after LifeVac use, even if the obstruction is removed.
- The incident must be logged as a **serious medical event** and reviewed by management.
- The device is checked **monthly** and after every use.

Serious Accidents & Emergency Transport

- Call **999** immediately for severe allergic reactions, choking episodes, head injuries, loss of consciousness, or any life-threatening event.
- Staff must never transport an injured child in a private vehicle.
- A senior staff member accompanies the child in the ambulance if parents have not arrived.
- Parents/carers are contacted immediately.

C. Injury Classification & Reporting

Serious / Reportable Injuries

Reportable to Ofsted, Calderdale Local Authority, and HSE (RIDDOR):

- Injuries requiring resuscitation or hospital admission over 24 hours
- Fractures or dislocations
- Loss of consciousness
- Severe breathing difficulties or asphyxia
- Penetrating or chemical eye injuries
- Electric shock or ingestion of harmful substances
- Severe heat-related illness or hypothermia

Minor Injuries

Recorded internally and shared with parents:

- Minor sprains, bruises, cuts, grazes
- Minor burns or scalds

- Minor head bumps (with head injury notification)
- Insect bites or minor wound infections

D. Allergy, Anaphylaxis & Medical Management

Identification

Parents complete a Health & Dietary Information Form before starting.

Individual Healthcare Plans

Children with diagnosed allergies must have a GP/consultant-signed Individual Healthcare Plan.

Response Procedures

Mild/Moderate:

- Administer prescribed antihistamine
- Monitor and inform parents

Severe / Anaphylaxis:

- Call **999** immediately
- Administer adrenaline auto-injector
- Administer second dose after 5 minutes if symptoms persist
- Notify DSL/Management
- Staff accompany child to hospital if needed

Kitchen Safety

- Dedicated allergen-safe preparation zones
- Colour-coded equipment
- Strict cross-contamination controls

5. Documentation & Record Retention

Child Accidents

- Logged immediately on Famly
- Parents notified the same day
- Digital acknowledgement required

Unwitnessed Injuries

- Logged on Famly as “unwitnessed”
- Parents informed at collection

Existing Injuries

- Logged on CPOMS
- Parent confirmation requested at drop-off

Adult/Visitor Accidents

- Recorded in the physical Accident Log Book and on BrightSafe

Retention

- All accident and medical records retained for **21 years and 3 months**

6. Monitoring & Review

- Risk assessments updated within 14 days after any serious accident or near-miss
- Termly accident trend analysis conducted via Famly and CPOMS
- BrightSafe used for termly audits and safety reviews
- LifeVac devices checked monthly and after every use

7. Linked Policies

- Health & Safety Policy
- Safer Eating & Nutrition Policy
- Allergy & Intolerance Policy
- Weaning & Allergen Introduction Policy
- Safeguarding & Child Protection Policy
- Intimate Care Framework
- Inclusion & SEND Policy
- Outings & Visits Policy