Accidents and emergency treatment procedure

Phoenix Early Learners provides care for children and promote health by ensuring emergency and first aid treatment is given as required. Parents/carers consent to emergency medical treatment consent on registration.

- All staff at Phoenix Early Learners hold current paediatric first aid (PFA) certificates to ensure there are always trained professionals on the premises and available when children are present and must accompany children on outings. We regularly update training with a competent training provider. First Aid certificates are renewed at least every three years.
- Staff know the location of the First Aid box, the contents of which are in line with St John's Ambulance recommendations as follows:
  - 20 individually wrapped sterile plasters (assorted sizes)
  - 2 sterile eye pads
  - 4 individually wrapped triangular bandages (preferably sterile)
  - 6 safety pins
  - 2 large, individually wrapped, sterile, un-medicated wound dressings
  - 6 medium, individually wrapped, sterile, un-medicated wound dressings
  - a pair of disposable gloves
  - adhesive tape
  - a plastic face shield (optional)
- No other item is stored in the First Aid box.
- Vinyl single use gloves are also kept near to (not in) the box, as well as a thermometer.
- A supply of cold packs are kept in the fridge.
- For minor injuries and accidents, First Aid treatment is given; the event is recorded in the Accident Record book. Parents/carers may take a copy of the accident form on request.
- In the event of minor injuries or accidents, parents are normally informed when they collect their child, unless the child is unduly upset, or we have any concerns about the injury. In which case we will contact the parent for clarification of what they would like to do, i.e. collect the child or take them home and seek further advice from NHS 111.

Serious accidents or injuries

- An ambulance is called for children requiring emergency treatment.
- First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, ’6.7 Death of a child on site’ procedure is implemented, and the police are called immediately.
- The registration form is taken to the hospital with the child.
- Parents or carers are contacted and informed of what has happened and where their child is being taken to.

Recording and reporting

- If required, a RIDDOR form is completed; one copy is sent to the parent/carer, one for the child’s file and one for the local authority Health and Safety Officer.
- We notify Ofsted of any serious accident or injury to, or serious illness of, or the death of any child whilst in our care. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. We will inform local child protection agencies, including the LADO, of the event.