



**Clapham &
Clapham Park
Montessori**

Accident and First Aid Policy

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

We follow this policy to ensure that all parties are supported and cared for when accidents or incidents happen¹, and that 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 member of staff who saw the incident or was first to find the child where there are no witnesses
- The accident or incident is recorded in the Accident Book and it is reported to the manager. Other staff who have witnessed the accident may also countersign the page 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 Book and informed of any first aid treatment given. They are asked to sign it on the same day, or as soon as reasonably practicable thereafter
- The manager reviews the Accident Book at least termly 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 are investigated by the manager and all necessary steps to reduce risks are put in place
- The manager reports any serious accidents or incidents 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 Book is kept for at least 22 years
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately

¹ An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

An incident is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

- Where medical treatment is required, the manager will follow the insurance company procedures, which may involve informing them in writing of the accident
- The 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.

Where a member of staff notices (for example, when a child arrives at nursery) that a child has sustained an injury whilst not in the nursery’s care, the child’s parent(s) will be asked about it so that the injury, and the circumstances in which it was sustained, can be noted in the Accident Book and the entry signed by the parent(s).

Location of Accident Books: Clapham Montessori – in the canvas bag which is kept wherever the children are (either indoors or in the garden)
 Clapham Park Montessori – in the cupboard by the back window
 Infant Community – at reception.

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

Contact Details:

Organisation	Contact
Ofsted	https://www.gov.uk/guidance/report-a-serious-childcare-incident
Local authority children’s social care team	020 7926 3100 (Integrated Referral Hub)
Local authority environmental health department	020 7926 6110 (Food, Health and Safety Team)
Health and Safety Executive	0345 300 9923 (reporting fatal or major injuries only)
RIDDOR report form	https://www.hse.gov.uk/riddor/reporting/index.htm

Choking

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

- Record details of where and how the child choked in the Accident Book
- Make the child’s parents aware of the incident.

Transporting children to hospital procedure

The manager or staff member must:

- Call for an ambulance immediately if the injury is severe. We will not attempt to transport the injured child in our own vehicles
- Whilst waiting for the ambulance, 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
- Re-deploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together or contacting some parents to ask them to collect their children immediately
- Inform one of the proprietors 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:

Clapham Montessori – in the right-hand wall-mounted cupboard facing the rear door to the classroom
Clapham Park Montessori – in the cupboard by the back window
Infant Community – in the kitchen.

These are accessible at all times with appropriate content for use with children.

The manager checks the contents of the boxes every half term 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.

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

We ensure there is at least one person who holds a current full (12 hour) paediatric first aid (PFA) certificate on the premises and available at all times when children are present.

All first aid trained staff are listed on Transparent Classroom. When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who holds a current full (12 hour) PFA certificate. A first aid box is taken on all outings, along with any medication that needs to be administered in an emergency, including inhalers etc.

Personal protective equipment (PPE)

The nursery provides staff with PPE according to the needs 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 procuring 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 nursery 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 or freshly-diluted bleach (one part diluted with 10 parts water). 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.

Parents of children requiring needles as part of managing a medical condition should supply the nursery with an approved sharps box for safe disposal. Full boxes will be returned to the parents.

If a needle is found, e.g. in the nursery grounds, the local authority must be contacted to deal with its disposal.

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

This policy is updated at least annually and/or after a serious accident or incident.

Policy reviewed:	Signed on behalf of the nursery:	Date for next review:
April 2026	Ros Bowles and Lucía Gómez-Santana	April 2027