



---

Play, Learn and Grow Together – Our Passion is Their Future

Address: St Helen's Pre-School, Beaumont Road, Costessey, Norwich, NR5 0HG

Email: [preschool.sthelens@gmail.com](mailto:preschool.sthelens@gmail.com)  
Email: [sthelens.manager@gmail.com](mailto:sthelens.manager@gmail.com)

Email: [sthelens.committee@gmail.com](mailto:sthelens.committee@gmail.com)  
Website: [www.sthelenspreschool.org](http://www.sthelenspreschool.org)

Phone No: 01603 749901

Ofsted No: 2548280

Charity No: 1036697

---

## Accident & First Aid Policy

### **Policy Statement**

At St Helen's Pre-School, the safety and wellbeing of children is paramount. Every reasonable step is taken to minimise risks and prevent accidents; however, we recognise that accidents may occasionally occur within early years environments. This policy outlines how accidents, injuries and first aid are managed in line with the Early Years Foundation Stage (EYFS) Statutory Framework 2025, the Health and Safety (First Aid) Regulations 1981 and RIDDOR 2013.

This policy applies to all children aged 6 months to 5 years, staff, students, volunteers and visitors.

### **First Aid Provision**

St Helen's Pre-School ensures that at least one member of staff with a current Paediatric First Aid certificate is present on the premises and on outings at all times. Wherever possible, we aim for all staff members to hold a valid Paediatric First Aid qualification to ensure a consistent, confident and immediate response to accidents and medical situations.

A list of qualified first aiders is displayed within St Helen's Pre-School. First aid kits are clearly labelled, easily accessible to adults and kept out of reach of children. Kits are located in each room and within the office area and are checked regularly to ensure they are fully stocked and in date.

St Helen's Pre-School holds valid Public Liability and Employer's Liability Insurance which is displayed in our entrance.

### **Recording Accidents**

All accidents, injuries and first aid treatment, however minor, are recorded on the day they occur using St Helen's Pre-School Accident Form (Appendix A).

## Accident & First Aid Policy

The form records the date, time and area of the accident, whether it occurred indoors or outdoors, the child's name and key person, a clear description of how the accident occurred, and a detailed description of the injury sustained. A body map is completed to indicate the precise location of the injury. The form also records the first aid treatment administered, the name and signature of the qualified first aider, the name and signature of any witness, and the name and signature of the parent or carer upon collection. Parents are offered a copy of the Accident Form if requested.

Parents or carers are informed as soon as reasonably possible. Where a child sustains a serious injury, or an injury to the face or head that results in visible bruising or swelling, parents are contacted immediately by telephone. Staff discuss the injury, treatment given and any recommended next steps, including monitoring or seeking further medical advice where appropriate.

During the Welcome Meeting and induction to St Helen's Pre-School, parents are informed about accident recording procedures and the purpose of the Existing Injury Form (Appendix B). This ensures families understand how and why injuries are recorded, how children are safeguarded, and the importance of open communication between home and Pre-School.

Completed Accident Forms are reviewed by the Health and Safety Officer and/or the Designated Safeguarding Lead (DSL) to monitor trends, identify patterns and determine whether further action or risk assessment updates are required. Any necessary actions are recorded.

All records are stored securely in line with confidentiality and data protection requirements.

## Accidents Occurring at Home

Parents or carers must inform staff of any accident or injury that has occurred at home. An Existing Injury Form will be completed and signed by parents. If staff notice an injury that has not occurred at St Helen's Pre-School and has not been reported, parents will be asked to provide an explanation and complete the relevant form.

St Helen's Pre-School monitors reported injuries occurring at home and discusses these with parents where appropriate. This may help to identify patterns, emerging developmental needs or possible additional support that may benefit the child. This approach supports partnership working and early identification of additional needs.

## Emergency Medical Treatment

If a child requires urgent medical attention following an accident or sudden illness, immediate first aid will be administered by a qualified Paediatric First Aider and emergency services contacted without delay where necessary. Parents or carers will be informed immediately. A full incident record will be completed and the Committee informed where appropriate.

Where required, the Manager will notify Ofsted, the Local Authority, the Health and Safety Executive under RIDDOR and the Insurance Company in line with statutory requirements.

If a child has an individual Health Care Plan (Appendix C), all treatment and decisions will be made in accordance with that agreed plan.

## Accident & First Aid Policy

If a child develops a temperature of 38°C or above whilst attending St Helen's Pre-School, parents will be contacted and asked to collect their child. Paracetamol will only be administered where prior written consent has been obtained in line with the Medication Policy, and where it is in the child's best interests to reduce discomfort while awaiting collection. Paracetamol will not be given to mask symptoms in order for a child to remain at Pre-School.

All medication administered, including paracetamol, will be recorded on the medication form, signed by the administering member of staff and countersigned by the Manager or Deputy in Charge. Parents will sign the medication record on collection.

Parents must inform St Helen's Pre-School if further medical advice or treatment is sought following an accident or illness.

## Duty to Safeguard

If an injury appears inconsistent with the explanation given, raises concern, or appears repetitive or unexplained, staff will follow the Safeguarding and Child Protection Policy. The Designated Safeguarding Lead will be informed immediately and procedures followed in line with local safeguarding partnership guidance.

## Staff Accidents

All staff accidents are recorded using an adult accident form. Where required, RIDDOR reporting procedures will be followed and risk assessments reviewed. If a staff member is unable to continue working following an accident, a doctor's fit note may be required in line with absence procedures.

## Monitoring and Review

This policy will be reviewed annually or sooner if legislation changes, a significant incident occurs, or updated guidance is issued.

This policy has been adopted by St Helen's Pre-School

Signed on behalf of the setting by:

..... Chairperson

..... Manager

Date: February 2026

## Accident & First Aid Policy

This policy runs in conjunction with the following policies:

- Safeguarding & Child Protection
- Parental Involvement
- Illness & Exclusion
- Medications
- Health & Safety
- GDPR

## Relevant Guidance and Legislation

- Early Years Foundation Stage (EYFS) Statutory Framework 2025
- Health and Safety (First Aid) Regulations 1981
- RIDDOR 2013

**Appendices** – Please note appendices are held at the Pre-School, please ask to view

- A. Accident Form
- B. Existing Injury Form
- C. Health Care Plan