



JAMmy Tots Nursery – Accident & Emergency Policy

1. Policy Statement

At JAMmy Tots Nursery, the safety and wellbeing of all children is our highest priority. We are committed to providing a safe environment, minimising risks, and responding quickly and effectively to any accident, incident, injury, or emergency.

This policy outlines the procedures for:

- Responding to accidents
- Administering first aid
- Managing serious injuries
- Contacting parents and emergency services
- Recording and reporting incidents
- Evacuating the premises in a major emergency

2. Legal Framework

This policy is based on:

- EYFS Statutory Framework (2024/2025)
- Ofsted Registration Requirements
- Health & Safety at Work Act 1974
- RIDDOR Regulations
- Redbridge Local Authority Safeguarding Procedures

3. Roles & Responsibilities

Manager / DSL (Jenene Morgan):

- Holds ultimate responsibility for emergency response
- Ensures all staff are first-aid trained
- Ensures accident records are completed
- Ensures parents and relevant authorities are notified

All Staff:

- Follow this policy at all times
- Administer first aid within the limits of training
- Comfort and reassure the child
- Record details accurately

4. First Aid Provision

- A Paediatric First Aid trained adult is on site at all times.
- First aid kits are kept in the main playroom, kitchen, and outdoor bag.
- Kits are checked monthly.



5. Responding to Minor Accidents

Procedure:

1. Attend to the child immediately.
2. Administer basic first aid.
3. Comfort and reassure the child.
4. Complete an Accident Form.
5. Parent signs the form at collection.
6. Monitor the child for changes (especially head bumps).

6. Head Injuries

All head injuries are treated seriously.

- Apply an ice pack.
- Monitor the child.
- Parent informed immediately.
- Provide a head injury slip on collection.

Emergency referral if: vomiting, severe headache, drowsiness, seizure, or unconsciousness.

7. Serious Accidents / Major Injury

Includes: fractures, deep cuts, severe burns, uncontrolled bleeding, anaphylaxis, breathing difficulty, unconsciousness.

Procedure:

1. Call 999 immediately.
2. Administer emergency first aid / CPR if required.
3. Contact parents.
4. One staff stays with the child.
5. Other staff supervise remaining children.
6. Complete incident report and notify Ofsted if required.

8. Allergic Reactions / Anaphylaxis

1. Administer the child's prescribed auto-injector (EpiPen).
2. Call 999.
3. Contact parents.
4. Complete incident report.
5. Review allergy plan after incident.

9. Emergency Services Contact

When calling 999 provide:

- Nursery name and address
- Nature of emergency
- Child's condition
- Directions to entrance

A senior member accompanies the child to hospital if parent has not arrived.



10. Major Emergencies (Fire, Gas Leak, Flood, Intruder)

Procedure:

1. Raise the alarm.
2. Evacuate children to the assembly point.
3. Take register, emergency contacts, and first aid kit.
4. Call 999.
5. Contact parents to collect children.
6. Do not re-enter until declared safe.

11. Missing Child Procedure

1. Immediate search of premises.
2. Secure exits.
3. Call 999 within 5 minutes if not found.
4. Inform parents.
5. Notify Ofsted and complete incident report.

12. Accident & Incident Recording

All accidents recorded on Accident Forms including:

- Child's details
- Date/time
- Injury description
- Treatment given
- Witnesses
- Staff & parent signatures

Records stored securely for 21 years + 3 months.

13. RIDDOR Reporting

Report to RIDDOR if:

- Major injury occurs
- Child is taken to hospital
- Incident related to premises/equipment

14. Ofsted Notification

Notify Ofsted within 14 days of:

- Serious injury
- Hospital treatment
- Allegations against staff
- Major incident affecting provision

15. Parent Communication

Parents informed:

- Immediately for serious injury



- At collection for minor injury
- By phone/email if symptoms develop later

16. Policy Review

Reviewed:

- Annually
- After serious incident
- After legislation changes
- After changes to staffing or premises