

# L: Safety and suitability of premises, environment, and equipment - Accident or injury – group and school-based providers

## What do I need to know?

- Legal Framework
  - [The Health and Safety \(First-Aid\) Regulations 1981](#)
  - [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995](#)
- [EYFS statutory framework for group and school based providers \(publishing.service.gov.uk\)](#) page 36, paragraphs 3.62 – 3.63.

Safety and suitability of premises, environment, and equipment - Accident or injury (page 42 of audit)	Things to consider and discuss:
<p>Do you <b>ensure</b> a first aid box is accessible at all times with appropriate content for use with children?</p>	<ul style="list-style-type: none"> <li>• Where do you keep your first aid kit? How do you ensure the first aid kit is easily accessible? Does everyone know where to find it?</li> <li>• Do you have portable first aid kits for outings? How do you ensure all staff take a portable first aid kit with them when not on-site?</li> <li>• What procedures are in place to ensure first aid kits are regularly checked for contents and returned to allocated storage space? How do you know what should be in your first aid kit to meet Health and Safety Regulations?</li> <li>• How do you ensure there is always a member of staff on-site with a current paediatric first aid (PFA) certificate?</li> <li>• How do you ensure that on outings there is always a member of staff with a current PFA certificate?</li> <li>• How do you know staff’s PFA certificates meet the requirements of the Statutory framework for the EYFS, Annex A? Do staff renew their PFA certificate every three years? Do all newly qualified entrants (at level 2 and, or Level 3, qualified on or after 30 June 2016) have a full PFA or emergency PFA certificate to be counted in ratio’s?</li> <li>• What are your contingency plans if a staff member with a current PFA certificate isn’t available?</li> </ul>

<p>Do you <b>ensure</b> you keep a written record of accidents or injuries and first aid treatment?</p>	<ul style="list-style-type: none"> <li>• How do you record any accidents, injuries, or potential concerns?</li> <li>• What information do you record following the administration of first aid treatment? Is this sufficient information?</li> <li>• How soon do you complete the record of an accident, injury or first aid treatment?</li> <li>• Where are written records kept? Are they easily accessible to all staff requiring access, including staff on outings? How are they kept safe and secure?</li> <li>• How often do you analyse your records for recurring accidents and endeavour to prevent them? If this frequent enough? Do you need to risk assess any outcomes from your analysis?</li> <li>• How do you use these records to ensure staff know when to refer concerns about a child’s welfare and safety?</li> </ul>
<p>Do you <b>ensure</b> you inform parents and, or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given?</p>	<ul style="list-style-type: none"> <li>• How do you ensure emergency contact details are accessible to staff if they are required to contact parents and, or carers if a child has had an accident or injury?</li> <li>• How do you ensure emergency details are accessible to staff when on outings?</li> <li>• How do you ensure emergency contact details are up to date at all times?</li> <li>• How do you inform parents of any injury sustained and any treatment given in a timely manner?</li> <li>• How could you prove that parents and, or carers have been notified of an accident or injury?</li> <li>• How long should you retain accident records?</li> <li>• How do you ensure your staff know who to contact if a child is injured and when to refer concerns about a child’s welfare and safety?</li> </ul>

Do you **ensure** you notify Ofsted or the agency with which a provider of CoDP is registered of any serious accident, illness or injury to, or death of, any child while in your care, and of the action taken?

Do you **ensure** notification is made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring?

**Are you aware a registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence?**

Do you **ensure** you notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care and that you must act on any advice from those agencies?

- Do you have clear policies & procedures to follow in the event of any serious accident, illness to, or death of, any child while in your care, and of the action taken? What are these procedures? How do you know this is implemented?
- Are you familiar with your duty to notify Ofsted or agency with which you are registered of any serious accident, illness to, or death of, any child while in your care, and of the action taken as soon as is reasonably practicable, but in any event within 14 days of the incident? Do you know when you would notify these agencies?
- Are you familiar with the current procedures on how to notify Ofsted and local child protection agencies with which you are registered?
- Do you act upon advice given from these agencies? Have you kept a record?
- When would you need to inform your insurance provider of any serious accident, illness, or injury to, or death of any child in your care?
- When would you need to complete a RIDDOR?

## Useful links and further help:

[Report a serious childcare incident](#)

[Childcare: reporting children's accidents and injuries](#)

[First aid at work - your questions answered](#)

[Basic advice on first aid at work](#)

[Selecting a first-aid training provider: A guide for employers](#)

[First aid in schools](#)

[The Royal Society for the Prevention of Accidents - RoSPA](#)

[Managing risks and risk assessment at work](#)

[HSE- Guidance on RIDDOR completion](#)

[Children's Continuing Care Team](#)

[Children's Specialist Nursing Services - Derbyshire Local Offer](#)

[Derbyshire SchoolsNet - Early Years Quality Team](#)

[Derbyshire Early Years Service - Eventbrite](#)

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