



## **Strawberry Hill Pre-School And Wrap Around Clubs**

### **Accident and Emergency Policy**

Wrap Around Care =  
St James Breakfast and After School Club  
St Richard Reynolds Breakfast and After School Club  
Twickenham Prep Wrap Club

It is our absolute priority to keep children safe whilst they are in our care.

Strawberry Hill Preschool School, St James Breakfast and After School Club (Pilgrim Hall), St Richard Reynolds Breakfast and After School Club) Lawrence Hall and Twickenham Prep Wrap Club premises have been checked by all Managers and they meet the EYFS guidelines outlined by Ofsted in England.

We are legally required to have a valid first-aid certificate before registration. We can administer basic first-aid treatment, and the first-aid box is clearly labelled and easily accessible. It is stored in our cupboard.

We hold written permission from parents to get emergency treatment for their child if it is needed.

Daily safety checks are conducted by the Management of Safeguarding Lead on duty in each setting before the building is opened to children. This is to ensure that the premises are safe to operate. Any faults or damage established from this check are reported to the most senior person on duty and appropriate action is taken to resolve the matter. It is the responsibility of the following people in the following circumstances:

- Broken toys/equipment. This is removed by the member of staff who discovered the issue and reported to the most senior person on duty.
- A fault with the building such as a broken door, broken toilet seat, lights not working etc. This is reported to Rowena Brimacombe or Hayley Wood. It will then be reported to the maintenance team at St James Church.
- Hazards identified within the perimeter of all settings such as broken glass on the footpaths are reported to the Managers or Safeguarding Leads. It would be removed immediately.
- Appropriate staff ratios always adhered to.
- Staff are vigilant to potential hazards and report these to the Manager or Deputy to be addressed
- Staff are trained in paediatric first aid, first aid in the workplace, manual handling, and food safety.
- Staff are trained to complete risk assessments and how to identify any potential risks.

If there is an accident:

- First, we will reassure the injured child while making sure that the other children in our care are safe.
- Then, if possible, we will deal with the accident. If not, we will ring 999 for help.
- If we must accompany or take a child to hospital, we will contact you (the parent) immediately or call your emergency contact if we cannot reach you.
- If there is an accident or emergency, you will be expected to collect your child straight away.

If we can deal with the accident ourselves, then we will tell the parents immediately.

If we accompany or take a child to hospital, we will contact the parents and ask them to meet us at the hospital.

If we have the accident, we will get the nearest responsible adult to help, while our emergency contacts are being informed.

We will always do our best to make sure the children in our care are safe, reassured and kept calm.

### **Emergency contact cover - to be signed by the parent**

I have read and understand the Emergency and Accident Policy.

I give my permission for the named emergency contact to be informed in an emergency.

I give permission for my child to be taken to hospital and be given emergency treatment providing every effort has been made to contact me.

In the event of a serious accident, we will contact Riddor. Riddor is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Parents will be kept fully informed.

Reporting accidents and ill health at work is a legal requirement. The information enables the Health and Safety Executive (HSE) and local authorities, to identify where and how risks arise, and to investigate serious accidents. They can help provide advice on how to reduce injury, and ill health in the workplace.

Our first aiders are Rowena Brimacombe, Lisa Neagle, Hayley Orriss Jo Meier, Rosemary Cotton, Caroline Keogh, Roxanne Nagle, Miss L Lindsay, Elena Bayliss, Sheila Strudwick

### **SEVERE ALLERGIES**

#### Epipens and Inhalers

From October 2017, the law changed to allow Pre-schools and nurseries to hold generic adrenaline auto-injectors and inhalers. In the event of a severe allergic reaction with a child in our setting at our settings we will use either the generic inhaler or Epipen without consent of the parent. We have a duty of care to

safeguard your child and that is paramount. All of our staff are medically trained to operate the devices in case of an emergency.

Our Managers are:

Lisa Neagle Business Manager (All settings) First Aider

Rowena Brimacombe Educational Manager (Strawberry Hill Preschool) First Aider

Hayley Orris Manager (Strawberry Hill Preschool) First Aider

Jo Meier Manager (St James Breakfast and After School Club) First Aider

Miss L Lindsay (St Richard Reynolds Breakfast and After School Club) First Aider

Aida Hyso Manager (TPS Wrap Club)

First Aider (non-Management) TPS Wrap Club – Sheila Strudwick

Reviewed March 2022