



Standard Operating Procedure

DCS, MOD Schools, Early Years Settings

Standard Operating Procedure (SOP): Accidents and Injury

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Review annually or if any changes are made to support practice.

1. Purpose:

- To ensure that all staff are able to act and apply first aid treatment in the event of an accident to a child and adult. To ensure that where possible all staff members hold PFA certificate as per the EYFS statutory framework 2021 Annex A. Where a staff member does not hold the relevant qualifications, they have a point of contact.

2. Scope.

- All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work, in order to be included in the required staff: child ratios at level 2 or level 3 in an early year setting.
- A PFA certificate holder must accompany all outings, and be always in the setting while children are present. If working in separate rooms a PFA certificate holder must be present in each room.
- Fully stocked first aid kits must be present in each room, and a monitoring log must be completed each half term.
- On induction all staff are shown how to complete accident, incident, existing injury and illness, forms. Where they are stored and how they are shared with parents.
- Written permission must be obtained from the parents for first aid to be administered.
- PFA certificates must be renewed every 3 years, and if required up skilling each year using the PRO -Training online resources.
- PFA holders must be displayed by the first kit, on the parent's information board.



3. Responsible persons;

- Key-person and first aiders are responsible for ensuring that all children are kept safe from harm, and if any accidents happen they are recorded and shared with parents correctly.
- Parents are responsible for sharing any allergies or medical treatment with the setting that may affect first aid treatment, on the registration form or as soon as the condition occurs.

4. Responsibilities.

- Treatment of an injury should be undertaken by the nearest first aider, the child should be treated with calm and compassion and not overwhelmed by lots of adults/ children. But ensuring another member of staff is in earshot, is aware of the task being undertaken and that wherever possible they are visible.
- Setting manager/Deputy to ensure that correct PPE is being used and correct hygiene practices are carried out.
- Form is completed and signed by the first aider, and then shared with management to be counter signed and then shared and signed by parents. Accident/Incident and Existing Injury forms will also be uploaded to MyConcern.
- Management ensure that accident forms are stored in the office (locked when a member of the management team are not in the office), and referred in to DCS H&S lead if appropriate.
- Once a half term all accidents / incidents/ near misses are collated, analysed for trends and brought to staff members attention for any training needs, Risk assessment changes and environmental changes.