
33: Accident, Injury, Incident and First Aid Procedures

At Superkids we totally understand that to enable children to learn about 'assessing risks' they will undoubtedly have accidents at some point. We will aim to keep these minimal and the Club Manager will be responsible for ensuring that an 'injury analysis' is completed by the Health & Safety Coordinator at the end of every term to identify and address any recurring patterns.

First aid

The Club's Paediatric First Aid trained staff's names and location of the first aid box are displayed within the club at all times. These members of staff have a current paediatric first aid certificate and have attended a 12 hour paediatric first aid course, which complies with the requirements of Annex A of the EYFS. This training will be renewed every three years. First aid certificates are held in the individuals staff file.

To ensure that there is a qualified paediatric first aider available at all times we will take into account the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident.

The designated First Aider and manager regularly check the contents of the first aid box to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

The manager will ensure that a first aid kit is taken on all outings and that at least one member of staff on the outing holds a current paediatric first aid certificate.

Procedure for a minor injury or illness

The trained first aider at the session will assess the situation and decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

- If a child becomes ill during a session, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected.
- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the session. If necessary, the child's parent will be asked to collect the child as soon as possible. The child who has been injured must be comforted and reassured.
- The appropriate treatment would be applied, for example a cold compress applied to the injured area.
 - An Injury form would be completed and signed by the manager and parent on the same day. 1 copy will be issued to the parent and 1 copy will be held by the setting.
 - The Parent / Guardian will be contacted as soon as possible if there are concerns about the injury and if there is a head injury.

Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's **Medical Form** with them and will consent to any necessary treatment (as approved by the parents on the **Medical Form**).
- We will contact the child's parents or carers with all urgency, and if they are unavailable we will call the other emergency contacts that we have on file for the child.
- After a major incident the manager and staff will review the events and consider whether any changes need to be made to the Club's policies or procedures.
- We will notify Ofsted and child protection agencies in the event of any serious accident, injury, illness or death of a child in our care as soon as reasonably possible and within 14 days at the latest.
- We will notify HSE under RIDDOR in the case of a death or major injury on the premises (eg broken limb, amputation, dislocation, etc - see the HSE website for a full list of reportable injuries).

First Aid Procedure

In any event of a child becoming injured, a Superkids first aider will carry out an assessment of the child's injury and well-being.

Once the injury has been allocated and assessed the required treatment will be administered such as a sterile antiseptic wipe, plaster, cold compress or water to mouth rinse.

Some injuries may be more serious than others so Superkids staff are trained in managing with seizures, broken bones or suspected break, nose bleeds, epi-pen cases. The protocols remain the same when assessing the injury and aiming to provide treatment. In the event that the injury is serious and needs specialised care or review the child's parent/carer will be contacted in order to collect the child and be advised to take them to their local doctors or hospital.

Assessment Decision for Hospital Treatment

If the assessment decision is that the injury required further treatment at a hospital, then the following steps should be followed:

- One team member would phone for a taxi or an ambulance, depending on the severity of the injury.
- The child's parents would be contacted and will be informed to meet us at the hospital or the club if close by.
- The child's file would be taken along with one practitioner to accompany the child.
- In the event of emergency treatment, no team member would be permitted to authorise this. Parents can authorise this on their initial registration form upon joining Superkids.
- An Injury form must be completed and taken to the hospital. This would be signed by the parent.
- In the event of a serious accident or incident OFSTED (and local child protection agencies if necessary) must be informed in writing by the Club Manager as soon as possible, and at least within 14 days.

In the Event of a Head Injury:

- The Club Manager will assess whether the injury requires hospital treatment. If it does not, then a cold compress will be applied to the site of the injury.
- The child will be comforted and reassured.
- The parents will be immediately contacted to inform them.
- The child will be closely monitored throughout the day to ensure there is no concerning change in behaviour.
- An Injury form will be completed and signed by the parents at the end of the day. A copy will be given to the parent and the other copy will be held by Club.

Incident

An incident is an event or occurrence which could potentially result in minor or major conflict between persons that may have serious consequences.

Incident forms can be found in the incident folder on the document wall located in the hall.

Once completed forms will be stored in line with Data Protection and our Safeguarding Policy. Staff must ensure these forms are locked into the filing cabinet by a manager to ensure confidentiality due the sensitivity of the content on the incident form.

The incident form will record the following information:

1. Name of person involved in incident - do not name other children in form use phrase "another child"
2. Date of incident
3. Time of incident
4. Circumstances of incident
5. Any additional evidence/ information
6. Witness of the incident (if applicable)
7. Name and signature of staff member who dealt with the incident
8. Signature of manager
9. Signature of parent

Information recorded on the incident form must be documented accurately and entirely without bias. Everything stated should be factual, without opinion, prejudice or judgement.

Risk assessments will be reviewed following accidents, incidents and injuries, and any actions or amendments the club can make to prevent recurrence will be taken. Faulty and broke equipment, furniture or toys will be removed if necessary and every effort will be taken by staff to ensure the club remains a low-risk safe environment for all that use it. When dealing with an injury that involves bodily fluid, playworkers must ensure that they wear appropriate protective clothing such as polyvinyl gloves and plastic aprons.

Useful contacts

Health Protection Unit: 0344 326 2052

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

This Policy is adopted by: Superkids Club Ltd	Signed by: (Director) Jo Murray
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Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Staff Qualifications, Training, Support and Skills [3.30, 3.33], Accident or injury [3.36-3.37]*