Beechoak Farm Montessori Pre-school

Promoting health, safety and hygiene

3.7 Accidents and emergency treatment

The setting provides care for children and promotes health by ensuring emergency and first aid treatment is given as required. Parents' consent to emergency medical treatment on registration. All staff are paediatric first aiders, who regularly update their training; First Aid certificates are renewed at least every three years. We are Millie's Mark accredited.

All members of staff know the location of First Aid boxes, the contents of which are in line with St John's Ambulance recommendations as follows:

20 individually wrapped sterile plasters (assorted sizes)

2 sterile eye pads

4 individually wrapped triangular bandages (preferably sterile)

6 safety pins

2 large, individually wrapped, sterile, un-medicated wound dressings

6 medium, individually wrapped, sterile, un-medicated wound dressings

a pair of disposable gloves

adhesive tape

Burn gel

Sterile eye wash

a plastic face shield (optional)

No other item is stored in a First Aid box.

Vinyl single use gloves are also kept near to the box, as well as a thermometer.

There is a named person in the setting who is responsible for checking and replenishing the First Aid Box contents.

A supply of icepacks are kept in fridges.

An AED machine is located in the reception/ office.

A major bleed control kit is located in the reception/ office.

For minor injuries and accidents, First Aid treatment is given by a qualified first aider; the event is recorded in the setting's Accident Record form. Parents may have a photo-copy of the accident form on request.

In the event of minor injuries or accidents, parents are normally informed when they collect their child, unless the child is unduly upset or members of staff have any concerns about the injury. In which case they will contact the parent for clarification of what they would like to do, i.e. collect the child or take them home and seek further advice from NHS 111.

Serious accidents or injuries

An ambulance is called for children requiring emergency treatment. Parents give permission for this at registration.

First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, our death of a child on site procedure is implemented and the police are called immediately.

The registration form is taken to the hospital with the child, along with any medicine prescribed to the child in our possession.

Parents or carers are contacted and informed of what has happened and where their child is being taken to.

Children with a suspected broken/ fractured bone or serious injury are only moved if absolutely necessary. Clothing will also only be removed is absolutely necessary. Clothing scissors are available to safely cut clothing.

Recording and reporting

In the event of a serious accident, injury, or serious illness, the manager notifies the designated safeguarding officer as soon as possible.

If required, a RIDDOR form is completed; one copy is sent to the parent, one for the child's file and one for the local authority.

The owners are notified by the setting manager of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care in order to be able to notify Ofsted and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, after consultation with the owners/directors/trustees, inform local child protection agencies

This policy was adopted by staff at Beechoak Farm Montessori preschool.

Held on 2nd December 2025

Date to be reviewed December 2026

Signed on behalf of Beechoak Farm Montessori by

Charlotte Muggleton & Hayley Majeika

Proprietor Manager