

Beams of Light - Accident & First Aid Policy – Beatrix Potter School

1. Purpose

Beams of Light is committed to ensuring the health, safety, and welfare of all children and staff. This policy outlines procedures for dealing with accidents, injuries, and first aid during our wraparound care and holiday playcentre sessions at Beatrix Potter School.

It links to safeguarding procedures to ensure that any accident or incident with potential child protection concerns is handled appropriately.

2. First Aid Provision

- A qualified first aider is always present during sessions.
- First aid boxes are available on-site; their location will be explained during induction.
- Staff must ensure first aid equipment is fully stocked and report any shortages immediately to the Beams of Light manager.

3. Minor Accidents

For minor bumps, scrapes, or cuts:

- Administer appropriate first aid.
- Record the incident in the Beams of Light Accident Book.
- Notify parents/carers at collection time if necessary.
- Observe the child for changes in behaviour; repeated minor injuries or unusual patterns may indicate a safeguarding concern and must be reported to the DSL.

4. Serious Accidents or Injuries

If a child suffers a serious injury (e.g., head injury, broken bone, severe bleeding):

- Administer immediate first aid.
- Contact emergency services if required.
- Notify the Beams of Light manager immediately.
- Record the incident in the Accident Book, including details of how the injury occurred.
- Contact parents/carers as soon as possible.
- For injuries requiring hospital treatment, a serious accident report will also be completed.
- If there is reason to suspect abuse, neglect, or deliberate harm, immediately report to the Designated Safeguarding Lead (DSL) in line with Beams of Light Safeguarding procedures.

5. Accident Recording

All accidents, no matter how minor, must be logged. Details should include:

- Child's name
- Date and time of incident
- Nature of injury
- How injury occurred (if known)
- Treatment given
- Staff member administering first aid
- Parent/carer informed (yes/no)
- Any observations relevant to child wellbeing or safeguarding concerns

6. Administration of Medicine

- Medication will only be administered when it is clearly labelled with the child's full name and the exact dosage as prescribed by a doctor. A signed parental consent form must also be provided prior to administration.
- Only trained staff may administer medication.
- All administered medication must be logged, including date, time, and dose.
- Any adverse reactions or errors must be reported immediately to the manager and DSL if relevant to child safety.

7. Staff Responsibilities

- Be familiar with the location of first aid kits.
- Respond promptly to accidents or injuries.
- Record all incidents accurately.
- Notify the Beams of Light manager immediately for serious incidents.
- Escalate any concerns about possible neglect, repeated injuries, or unusual patterns to the DSL.
- Participate in first aid training and refreshers as required.

8. Parent/Carer Communication

- Parents/carers will be informed of all accidents, either at collection or by phone/email for serious incidents.
- Staff must communicate any concerns regarding the child's wellbeing, even if initially triggered by a minor accident.

9. Emergency Contact

- DSL: Anita Pillay - 07474 344388
- MASH: 020 8871 6622 / 020 8871 6000
- 999

10. Review

This policy will be reviewed annually or following:

- A significant accident or incident
- Changes in legislation or guidance
- Updates to The Beatrix Potter school or Beams of Light safeguarding procedures

This policy links to the Beams of Light Safeguarding Policy, ensuring that accidents overlapping with potential child protection concerns are appropriately observed, recorded, and escalated.

Last Reviewed	Next review
September 2025	September 2026