

Accident, Incident and First Aid Policy



Accident, Incident and First Aid Policy

Policy Code: FS-HS-016

Review Frequency: Annually

Policy Statement

At Forest & Play, the safety and wellbeing of children, staff and visitors is paramount. Whilst outdoor learning provides valuable opportunities for exploration, challenge and risk-taking, we recognise that accidents and incidents may occasionally occur.

This policy outlines how accidents, incidents and medical emergencies will be managed, recorded and reviewed.

Accidents and Incidents

When an accident or incident occurs, practitioners will:

- Ensure the immediate safety of all children.
- Comfort and reassure the child.
- Assess the nature and severity of the injury or incident.
- Administer first aid where required.
- Seek emergency medical assistance where necessary.
- Inform the Forest School Leader or most senior practitioner present.
- Record the accident, incident or near miss as soon as reasonably practicable.
- Inform parents/carers of any accident or incident involving their child.

Where appropriate, witness statements may be obtained and risk assessments reviewed.

First Aid Provision

Forest & Play will ensure that:

- All practitioners will hold a current Paediatric First Aid qualification.
- A suitably stocked first aid kit is available in the following locations, the cabin, the staff individual waist pouches and in the grab bag and are accessible throughout all sessions.
- Emergency contact information and required medication are readily available.
- First aid equipment is checked regularly every three months to

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check that items are in date.

- If items are used it's the responsibility of the person to replace and replenish any used items at the end of each day.
- All practitioners are expected to act within the limits of their training and competence.
- Whilst a qualified Paediatric First Aider will take responsibility for administering first aid, practitioners and volunteers may use their judgement to provide reassurance, comfort and appropriate assistance to an injured child whilst first aid support is being sought. This may include helping a child to a safe place, applying simple comfort measures and remaining with the child until a qualified first aider takes over.

Head Injuries

Any head injury will be treated seriously.

Practitioners will:

- Administer appropriate first aid.
- Monitor the child closely for signs of deterioration.
- Inform parents/carers as soon as possible.
- Provide a head bump injury information sheet to the parent/carers
- Complete an accident record.
- Seek medical advice or emergency assistance where necessary.

Where there are concerns regarding a child's condition, parents/carers may be asked to collect their child.

Raised Temperature (Fever)

If a child develops a temperature of 38°C or above whilst attending Forest & Play:

- Practitioners will assess the child's overall wellbeing and comfort and not rely solely on the temperature reading.
- The child will be encouraged to rest, offered fluids and monitored closely.
- Parents/carers will be informed as soon as possible.
- Any medication will be administered in accordance with the

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Administration of Medication Policy and the child's recorded Permissions.

- Following any intervention, the child will continue to be monitored closely.
- If the child remains unwell, develops additional symptoms, or practitioners have concerns regarding their wellbeing, parents/carers will be required to collect their child as soon as reasonably practicable.

Forest & Play will not use medication to mask symptoms in order for a child to remain at the setting when they are too unwell to participate safely and comfortably in activities.

Choking Incidents

Any choking incident requiring intervention will be:

- Managed in accordance with current Paediatric First Aid training.
- Recorded appropriately.
- Reported to parents/carers.
- Reviewed to identify any lessons learned or risk reduction measures.

Emergency Medical Treatment

In the event of a serious injury or medical emergency:

- First aid will be administered immediately.
- Emergency services will be contacted where required.
- Parents/carers will be informed as soon as possible.
- A member of staff will accompany the child to hospital if a parent/carer is unavailable.
- If a practitioner is required to accompany a child for emergency medical treatment, Forest & Play will take all reasonable steps to maintain appropriate supervision and staffing arrangements. Additional support may be requested from available staff, volunteers or directors, and activities may be adapted or restricted to ensure the continued safety and wellbeing of all children.
- Relevant medical information, emergency contacts and medication will accompany the child.

Children will not be transported to hospital in a staff member's personal vehicle.

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Recording and Reporting

All accidents, incidents and near misses will be recorded on Ovivio our management system.

Records will include:

- Date and time.
- Details of the accident or incident.
- Injury sustained.
- First aid administered.
- Names of staff involved.
- Parent notification.
- Any follow-up actions required.

Records will be stored securely in accordance with data protection requirements.

Accident and incident records will be reviewed regularly to identify trends, recurring hazards or areas requiring further risk control measures.

RIDDOR and Statutory Notifications

Where required, Forest & Play will notify:

- Ofsted.
- Buckinghamshire Children's Social Care.
- The Health and Safety Executive (HSE) under RIDDOR.
- Any other relevant authority.

Notifications will be made within the required timescales.

Infection Control and Personal Protective Equipment (PPE)

Appropriate PPE will be provided and used where there is a risk of contact with blood, bodily fluids, contaminated materials or hazardous substances.

When dealing with blood or bodily fluids, practitioners will:

- Wear disposable gloves and any other appropriate PPE.
- Use suitable cleaning and disinfecting materials.
- Dispose of contaminated materials safely.

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- Follow infection control procedures at all times.

All blood and bodily fluids will be treated as potentially infectious.

Sharps and Needles

If needles, broken glass or other sharp objects are discovered:

- Children will be moved away from the area immediately.
- The item will not be handled unless safe and appropriate to do so.
- The Forest School Leader will arrange safe disposal in accordance with local authority guidance.
- The incident will be recorded and risk assessments reviewed.

Monitoring and Review

All accidents, incidents and near misses will be monitored and audits carried out half termly to identify trends and opportunities to improve safety.

This policy will be reviewed annually or sooner if:

- Legislation changes.
- Guidance changes.
- A significant accident or incident occurs.
- Practice identifies the need for amendment.

Adopted by: Tracey Doidge

Date Adopted: 16 June 2026

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