

# Little VIPs Social Media Policy



## Policy Statement

At Little VIPs Day Care we are committed to ensuring the health, safety and wellbeing of all children in our care. We recognise that accidents and incidents may occur, and we have robust procedures in place to ensure that children receive immediate and appropriate care, and that all events are recorded, reported and reviewed effectively.

We ensure that our practice complies with the Statutory Framework for the Early Years Foundation Stage (EYFS 2025), including requirements relating to first aid provision, accident recording and safeguarding.

## First Aid Provision

All staff at Little VIPs Nursery hold a valid paediatric first aid qualification, ensuring that children receive prompt and effective care in the event of an accident, injury or illness.

First aid kits are available in all rooms and are regularly checked to ensure they are fully stocked and suitable for use. Additional first aid resources are taken on outings and visits.

Staff will respond quickly to any accident or injury, providing appropriate first aid treatment and reassurance to the child. Children are always supervised and supported following any incident to ensure their ongoing wellbeing.

## Accidents and Immediate Response

In the event of an accident, staff will assess the situation and provide appropriate first aid treatment. The child will be comforted and monitored closely following the incident.

Where necessary, further medical assistance will be sought. In the case of a serious injury, an ambulance will be called immediately, and parents will be contacted without delay.

Staff will remain calm and ensure that other children are kept safe and reassured during the situation.

## Recording Accidents and Incidents

All accidents and incidents are recorded using the Family system, ensuring accurate and secure documentation. Records will include details of the incident, the action taken, and any treatment given.

Parents will be informed of all accidents and incidents. Where appropriate, parents will be contacted immediately, particularly in cases involving head injuries, significant injuries, or where further medical attention may be required. For minor incidents, parents will be informed at collection and through the Family record.

All records are shared with parents and maintained in line with data protection requirements.

## Incidents

We recognise that incidents may include a range of situations, such as behavioural incidents, safeguarding concerns or events that may impact children's wellbeing.

All incidents are managed appropriately, recorded on Family and, where necessary, escalated in line with safeguarding procedures. Parents will be informed as appropriate, and additional support will be provided to children where needed.

## Emergency Procedures

In the event of a serious accident or medical emergency, staff will take immediate action to ensure the safety of the child. Emergency services will be contacted where required, and staff will follow all instructions given.

Parents will be contacted immediately, and a member of staff will accompany the child to hospital if necessary, taking relevant information such as medical details and emergency contacts.

The nursery will ensure that staffing levels remain safe and that all children continue to be appropriately supervised.

## RIDDOR Reporting

Where an accident or incident meets the criteria under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), we will report this to the Health and Safety Executive (HSE) within the required timescales.

We will also notify Ofsted of any significant events as required under statutory guidance.

## Monitoring and Review

All accidents and incidents are monitored by management to identify any patterns or trends. This allows us to take preventative action, review risk assessments and improve safety within the setting.

## Partnership with Parents

We work in partnership with parents to ensure that they are fully informed of any accidents or incidents involving their child. We encourage open communication and ensure that parents receive clear and timely information.

## Staff Responsibilities

All staff are responsible for maintaining a safe environment, supervising children effectively and responding appropriately to accidents and incidents. Staff must ensure that all events are recorded accurately and that procedures are followed at all times.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
April 2026	Hayley Fassam – Nursery Manager	April 2027