

Laugh and Learn Pre-School

Accident/Injury Policy

(Including appropriate touch, healthy eating, and sun protection)

General Welfare Requirements in accordance with the EYFS

Providers must take all necessary steps to keep children safe and well.

Policy Statement

Our prime consideration at all times is the safety and wellbeing of the children who attend our preschool. We endeavour to promote, educate and be good role models for the children in our care to help them begin to understand the importance of how to keep themselves healthy and safe. Whilst all our staff are very much aware of the safety aspects involved in moving around the setting and of participating in the activities, accidents can unfortunately still happen. The following procedures will be followed in the event of accident or injury and to promote health and well being.

Procedures

Accident/Injury

- ❖ A fully stocked first aid kit will be kept accessible in the kitchen at all times out of the reach of the children. A designated member of staff will be appointed to ensure its contents is checked and updated each week.
- ❖ All qualified practitioners are qualified first aiders, and we endeavour for all staff to be qualified first aiders.
- ❖ For minor accidents involving falling over, bumping heads etc a first aider will assess the child, administer any necessary first aid and ensure the child is fit to continue the session.
- ❖ If the first aider is unsure that the child has fully recovered, they will telephone the parents/carers and arrange for the child to be collected. If the parent/carer or emergency contacts do not answer the child will be cared for by one member of staff until the end of the session.
- ❖ In such cases parents will always be advised to seek the advice of a medical practitioner.
- ❖ If a more serious accident is suspected (such as a fracture, a deep cut requiring stitches, a child who has not recovered from a fall or a bump) the parent/carer will be contacted and advised that the child should be collected and that further medical advice should be sought.
- ❖ In cases where immediate treatment is required the emergency ambulance service will be contacted, giving details of the injury & location of the setting. The parent/carer will then be contacted and informed.
- ❖ In the event of the parent/carer not being immediately available, a member of staff will accompany the child to hospital (taking with them the child's emergency contact details) after ensuring that the remaining staffing levels for the other children remain adequate.
- ❖ All accidents/incidents will be recorded on an accident/incident form which will be kept in the kitchen. The date, time, name of Child, description of incident, any injuries, and details of treatment given will be recorded by the adult attending the child. Staff should be clear about the circumstances and any witnesses who saw the occurrence. The member of staff will sign the record and the parent/carer will be asked to sign the record as soon as possible and, in the case of a head injury, a copy given to them for their records.
- ❖ It is important that no one panics and that the other children are always reassured.

This highlights the need for parents to ensure that the emergency contact details we hold remain correct at all times. The pre-school will store these up-to-date records and our sun screen log (see below) in our record keeping systems that meet the legal requirements of *the General Data Protection Regulations (GDPR) (2018)*.

Appropriate touch

- ❖ At Laugh and Learn Pre-School we strongly believe that children need physical nurturing and normal routine physical contact from the adults around them for their care and healthy development. We define this contact in five ways:
 - 1 Nurturing - This includes hugs, handholding, carrying, cuddling and comforting a child when they are distressed or upset.
 - 2 Safety and Guidance - Applying sunscreen to children in hot weather and occasionally other creams/emollients as agreed with their parents. Administering first aid to injuries. Restraining children away from harmful situations, holding children during tantrums, separating physically conflicting children and directing children by gently leading or guiding them.
 - 3 Hygiene - Face and hand washing, assisting with bathroom duties (as appropriate to the age of the child), nappy changing, examining rashes, nose blowing and assisting with or conducting necessary clothing changes. Most children aged 4 and over should be responsible for their own personal hygiene.
 - 4 Child protection - In response to incidents observed or remarks made there may be occasions when the child will be checked to see if there are any unusual marks present.
 - 5 Accidental - Day to day bumps and collisions that most children have. All accidents that occur on the premises will be recorded on an accident/incident form. Parents of children with any existing injuries on arrival at pre-school will be required to complete an existing injuries form. (see sample below)

Food and Nutrition

- ❖ At Laugh and Learn Preschool we actively work in partnership with families to support children in developing healthy eating habits which will become embedded for life. So, with this in mind we offer a healthy morning snack (fresh fruit, vegetables, cheese and wholemeal Pitta bread) and afternoon snack (fresh fruit, vegetables, wholemeal toast, with honey or cream cheese) along with a choice of milk or water. (Milk alternatives for those with allergies e.g. oat milk). We offer a range of tastes and textures and colours to ensure children receive a variety of nutrients and develop a broad palate and prioritize foods that are low in fat, sugar and salt.
- ❖ The quantity provided is adequate for their needs but is not a substitute for a meal. For those parents choosing to opt out of our consumables charge they will need to supply a daily fruit snack in line with our healthy snack policy.
- ❖ We endeavour to promote a positive healthy eating experience to promote wellbeing and development of positive attitudes towards food and the children are encouraged to participate in the preparation of snack, pour their own drinks, and will sit around a table together to encourage social interactions.
- ❖ Staff will always supervise snack and keep a discreet eye on those who appear not to be eating well, positive encouragement and peer support is used to encourage poor eaters to make healthy choices. We will always encourage children to try new things, using a range of ways (making fruit kebabs) however no child will be forced to eat.
- ❖ Safety- Staff will maintain a clean and hygienic eating environment and will be mindful of potential choking hazards and will take steps to prevent them, such as cutting fruit into small pieces. Staff will provide supervision at snack and at lunch times (minimum of 1 adult per table) to ensure children are eating safely and comfortably.
- ❖ As well as offering milk or water during snack we also ask parents to bring in a named water bottle and this will be available to the children for the entire session.

- ❖ Special dietary needs and food allergies: We are sensitive to the catering needs of children with specific allergies, dietary, cultural or religious needs. Parents will be asked about any special dietary requirements/food intolerances before their child starts pre-school. It is the parents/carers responsibility for informing us of any such requirements and of keeping us updated regularly of any changes.
- ❖ Lunch: Children who stay with us for lunch are required to bring along their own packed lunch which will be stored on a trolley. As we have no facilities to keep the lunches refrigerated, we ask all parents to use an ice pack to keep the contents cool. We have a strict **NO NUTS POLICY**, and all lunches are checked daily, any food within the packed lunch suspected of containing this will be removed and the child will not be able to eat it on Preschool premises. Whilst we will always have a no nut policy, our list of other prohibited allergens can change in accordance with the allergies our current cohort are displaying. We will keep parents informed via our newsletter of these changes.
- ❖ Staff will model healthy eating behaviour and will sit with the children for lunch in a relaxed social environment, encouraging children to eat, try new foods without forcing them to eat.
- ❖ Parents are encouraged to provide a healthy well-balanced lunch for their children. Processed meats (sausages, breaded processed chicken, meatballs) and packaged premade lunches should be limited. Foods high in saturated fat, salt and sugars (treat items-cakes, sweet and savoury pastries, biscuits and crisps) should be avoided therefore to support children to develop healthy eating habits **only 1 treat item should be included in children's daily lunches**. All lunches should include a drink (daily water bottles are adequate) and fruit or vegetables. Chocolate and sweets are not permitted.

❖ **Packed lunch box ideas....**

Protein- a source of protein to keep the children alert: Chicken, tuna, cheese, egg, soya, tofu

Carbohydrates-for slow-release energy: Wholemeal bread, pitas, wraps, or bagels, pasta, rice, banana

Fruit and vegetables-for vitamins and minerals: Carrot sticks, cucumber, celery sticks, seedless grapes, Blueberries, cherry tomatoes (cut up - see photo), melon, satsumas, strawberries, bananas, apples, dried fruit (apricot, raisins)



NO sugary and fizzy drinks. We provide water and milk.

- ❖ Could we also ask you all to think about the amount of plastic that we are using in the lunches used daily and where possible, consider some alternatives.
- ❖ We will be limiting activities around food play however we will on occasion use food to support children with tastes and textures on professional advice.
- ❖ We do not allow children to share sweets or cakes on their birthday due to allergens and to promote healthy eating in our setting.
- ❖ Food hygiene: The kitchen facilities at the pre-school are inspected by an Environmental Health Officer on a regular basis in relation to the Food Safety Act. The pre-school adheres to the recommended guidelines and good practices for the preparation and storage of food. An appropriate number of staff who are involved in cooking and the preparation of food in the pre-school have successfully completed a Food Hygiene Course.
- ❖ It is a requirement of the Food Standards Authority that, as a food provider, we inform our parents of any of the 14 different Allergens that may be present in the food/drink we give the children at snack time, below are a list of any of the allergens that we may give at any time:

Cereals containing gluten.
 Soya
 Milk
 Celery
 Eggs
 Lupin (found in flour and used as seeds on top of bread)

It is very important that our parents keep us informed of the up-to-date dietary requirements of the children to enable us to ensure that we cater correctly for any allergies, religious or cultural food/drink requirements at all times. In addition, whilst the food for any dietary requirements will be prepared separately all food is prepared in the same kitchen.

The Pre-school has a strict **NO NUTS** policy due to allergies so please do not include any products that may contain nuts in your child's lunch box (including chocolate spread).

Sun Protection

- ❖ It is very important for the children to enjoy the sun safely whilst they are at pre-school to avoid potential health issues later in life. Whilst they are at pre-school during periods of hot weather, we will talk to the children about the importance of sun protection and the damage the sun can have on our skin.
- ❖ We would ask that all parents also talk to their children at home about the importance of sun protection and ask all parents to supply their child with a named wide brimmed/legionnaire style hat for use in our outside area. In hot weather we will not allow children into the outside area without a hat. Hats can be placed in the box provided by the main door for easy access of the children as they move inside and out of the premises.
- ❖ In hot weather we ask all parents to apply sun protection to their child before bringing them to pre-school.
- ❖ For children staying until 2.30pm we will make a joint decision at lunch time, with all of the practitioners present on the day, as to whether the sun is strong enough to require a reapplication and, we will reapply after lunch our Preschool sun protection (Soltan kids Sensitive and Sun Allergy Protect 50+) If you would rather supply your own sun protection that is of course your choice to do so.
- ❖ We will keep a log of the days that we re-apply sun protection and to whom we apply it.
- ❖ if you apply "All Day" sun protection to your child and do not wish us to re-apply please come in and sign a release form.
- ❖ In hot weather we will ensure that the children are encouraged to drink plenty of fluids from their named water bottles.

Monitoring and Review

It is the role of the Owner/Manager and all Staff to ensure that this policy is fully implemented.

This policy links in with the following EYFS key themes and commitments:

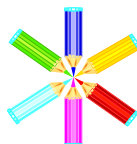
A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe 1.4 Health and well-being	2.1 Respecting each other 2.2 Parents as Partners	3.2 Supporting every child 3.4 The Wider Context	

This policy was written and effected by Sharon Bennett, Owner of Laugh and Learn Pre-School after discussion and review with staff and parents in the Autumn Term of 2023.

Signed: *Sharon Bennett*

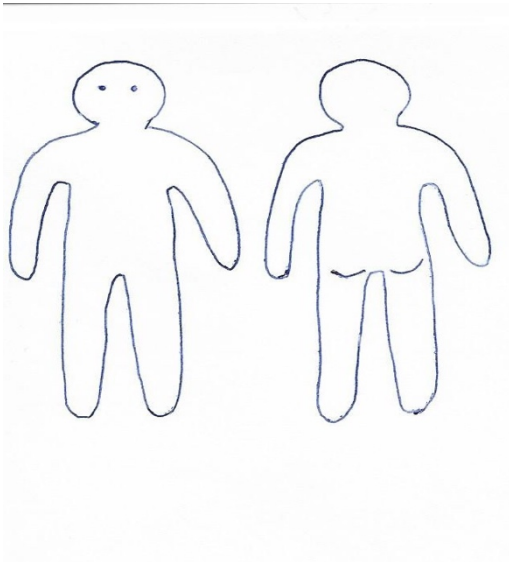
Dated: Summer 2025 This policy will be reviewed in the Autumn Term of 2027

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Laugh and Learn Pre-school, West Tarring Young Peoples` Hub, 9b High Street,
Tarring, Worthing, West Sussex. BN14 7NN Pre-school T 01903 239704 Mob: 07568443352

Accident Report Form

Full Name of Inured Person:	DOB:	Date of Accident:	Time of Accident:
Where did the accident happen? Inside ☐ Outside ☐ What area of preschool? Details of how and what happened? Tripped over whilst running. ☐ Fell over/off equipment details of what equipment and how: Details if other: Description of Injury and where on body? Size of injury (use coin size):			
		 Please indicate site of injury With "X".	
Description of First Aid Administered: Tick where appropriate: Cold Compress and TLC ☐ Area cleaned and TLC ☐ Plaster applied and TLC ☐ Provide more details below where necessary:			
Printed Name and Signature of Person Who Witnessed Accident:		Printed Name and Signature of Person Who Administered First Aid:	
Countersigned by (print and sign):			
Signature of Parent/Guardian/ Carer:	Relationship to Child:	Date:	Time:
Printed Name:			

Head Injury's-Ongoing Observations Monitoring the Patient's Continued Condition

This sheet should be attached to the Pre-School's copy of the completed Accident Report Form

Child's Full Name:		Date of Accident:	Time of Accident:	
Time observed (please observe every 30 minutes or more regularly depending on severity)	Description of condition (e.g. alert, able to focus, chatty, playing, sleepy, drowsy, dizzy, unable to focus etc)	Condition of wound site (e.g. deteriorating, unchanged etc)	Printed Full Name of Person Observing	Action to be taken (e.g. keep observing/phone parents etc)

In respect of Head Injuries:

LETTER TO PARENT/ GUARDIAN/CARER: - NOIFICATION OF MINOR INURY

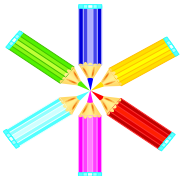
Unfortunately, your child was involved in a minor accident at Pre-School today resulting in a bumped head. Appropriate first aid was administered as detailed in the accident report, and we do not believe that there is any reason for undue concern.

Symptoms of a mild head injury are a mild headache, nausea (feeling sick), mild dizziness or mild blurred vision, However as with any injury to the head it is important to watch for if the symptoms get significantly worse, if they do medical help either calling 111 for advice or take them straight to the accident and emergency (A&E) department of your nearest hospital or call 999 for an ambulance.

Signs to look out for after a head injury include unconsciousness – either brief or for a longer period, fits or seizures, problems with the senses – such as hearing loss or double vision, repeated vomiting, blood or clear fluid coming from the ears or nose or memory loss (amnesia). If any of these symptoms occur after a head injury, immediately go to your nearest A&E department, or call 999 and ask for an ambulance.

Management Signature: _____

Date: _____



Laugh and Learn Pre-School

Sun Protection Letter

Dear Parent/Carer

Now the summer term has started I wanted to write and tell you about our sun protection policy as your child's health and well-being are very important to us.

The sun's rays are particularly strong over the summer, and they can damage children's skin. This may not seem like a problem right now, but sadly it can lead to skin cancer in later life.

We will actively encourage all children to wear a hat when they play outside so, please send your child to pre-school wearing a comfortable wide brimmed hat or legionnaire cap. If your child does not have a hat with them, we may have to keep them indoors for periods of the day.

In hot weather we ask all parents to apply sun protection to their child before bringing them to pre-school.

For children staying until 2.30pm we will make a joint decision at lunch time, with all of the practitioners present on the day, as to whether the sun is strong enough to require a reapplication and, we will reapply after lunch our Preschool sun protection (Soltan kids Sensitive and Sun Allergy Protect 50+) If you would rather supply your own sun protection that is of course your choice to do so. We will keep a log of the days that we re-apply sun protection and to whom we apply it. if you apply "All Day" sun protection to your child and do not wish us to re-apply please come in and sign a release form.

In hot weather we will ensure that the children are encouraged to drink plenty of fluids from their named water bottles.

You can help by:

- Applying sunscreen to your child before pre-school
- Talking to your child about the importance of sun protection at home
- Remembering to send your child to pre-school with a hat.

Together I hope we can have a very happy and safe Summer Term.

Kind regards

The Ladies of Laugh and Learn