

Learning in Nature CIC & Beccles Forest Schools



Accident, Injury and First Aid Policy

Safeguarding and Welfare Requirement:	
3.62 Providers must ensure a first aid box with appropriate items for use on children is always accessible. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.	

This policy was adopted by:	Learning in Nature CIC & Beccles Forest Schools
Date of adoption:	16th March 2025
Date to be reviewed:	16th March 2026
Signed, on behalf of the provider:	
Name of signatory:	Rach Whitwood
Role of signatory:	Co-Director

Learning in Nature CIC & Beccles Forest Schools

Old School House, Barsham, Beccles, Suffolk, NR34 8HA

Company Number: 11747933

Ofsted URN: 2610910 Setting ref: 2610909



Policy Statement

At Beccles Forest Schools, the well-being of our attendees is a primary concern. A core principle of Forest School is giving learners the opportunity to take supported risks appropriate to the environment and to themselves. As such, Risk Benefit Assessment is a fundamental part of our daily procedures.

When carrying out Risk Benefit Assessment and site Risk Assessment, consideration of acceptable risk and ensuring the safety of the children is paramount and undertaken using rigorous systems including dynamic risk assessment. Our first aid and accident procedures are regularly reviewed, and all staff are encouraged to attend first aid training. There is always at least one qualified first-aider on site during opening hours, who holds a full 12 hour paediatric first aid certification. Training in relation to safety and managing accidents is a mandatory part of the induction process.

Please see Appendices for the legal framework and definitions upon which this policy is written.

Procedures

Directors check that consent forms and emergency contacts have been received for all attendees, and discuss any known allergies, or medical concerns or procedures with a child's parents/carers and appropriate staff.

A summary of this information for each child is accessible to all working staff during a session via registers stored on Basecamp and booking forms stored on Bookwhen.

A fully stocked First Aid Kit is stored in each main area of the site. Basic first aid items (such as plasters and wipes) are also available in staff 'pouches' which they have on their person at all times during a session. First aid resources are checked regularly and restocked after use. If an item is needed but not yet stocked, this is discussed and acquired ASAP.

First Aid Procedures for Children

The following procedures are followed when in incident involving children or young people occurs:

- Ask others nearby to give space or cease activity.
- Calm and reassure attendee, and assess what has occurred.
- Offer help as needed.
- Alert other staff using walkie-talkie or by sending a responsible person to inform or fetch another staff member and fetch the full first aid kit if required.

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- Ask the casualty if we can administer first aid - administer either in situ or away from the scene of the incident if they are more comfortable with this.
- Monitor the casualty and reassure.
- Explain that we will need to write down what happened and contact their parent/carer, so that they know what has happened.
- Do this using the emergency contact details and incident reporting procedures as soon as is practical, and contact the leader on site to facilitate this.
- Continue to monitor the casualty for the remainder of the session.
- Provide follow-up care if needs be.
- First aid waste is tied up in a nappy bag and disposed of at the end of the session.
- All children with head injuries or bumps are closely monitored and parents are notified of signs of possible concussion.

It is the responsibility of Directors to ensure that staff first aid qualifications and certificates are up to date. Serious incidents may need to be reported through RIDDOR or to Ofsted (see below).

First Aid Procedures for Adults

If a member of staff is injured, this will affect adult:child ratios. The situation will be assessed and responded to accordingly. If it is observed that children are not immediately in danger or engaged in risky activity, such as tool use, then the situation is best addressed quietly and quickly so as not to cause undue panic. First aid and support for the casualty will be administered and outside help will be sought (by calling 999) if needed. Incidents involving staff may need to be reported through RIDDOR or to Ofsted (see below).

Priority will be given to the safety of children, however, and if any child is also in immediate danger, they will be assisted to move to a known safe place as quickly as possible. Adults present will be asked to supervise and assist. If necessary or deemed safer, children will be called to the main meeting point or a safe place by using the 'wolf howl' or by sending messages through responsible adults and asked to remain there until advised what to do next.

Serious Incidents

If more than basic first aid is required, or the safety of the group is at risk, outside professional help will be sought as soon as possible through phoning 999 (Forest School Leaders and Assistants have access to work mobile phones at all times when on site). If necessary to maintain group safety, an off-duty staff-member should be called upon for support. If necessary, all parents will be contacted in order to collect their children. All usual follow-up procedures will be undertaken. Serious incidents may need to be reported through RIDDOR or to Ofsted (see below).

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Incident Reporting Procedures and Impact on Professional Practice

Any incident that involves the administration of First Aid, plus any incident outlined below, will be recorded with an 'Incident Report' through our incident-reporting procedure. Incidents must be reported as soon as possible after the event to assess whether the incident could have been preempted or prevented and to decide if and how policies and practices need to be amended to prevent future mishap. All staff will be involved in this process of review.

If appropriate, parents, other professionals and children directly involved in the incident may also be asked to contribute.

Accidents leading to any death or the serious injury, ongoing incapacitation, or work-related disease of a staff member must be reported to RIDDOR & Ofsted (for details see [Specified Reportable Injuries to Workers, by Health and Safety Executive, n.d.a](#)).

Any dangerous occurrence which has a 'reasonably judged... potential to cause injury or death' ([Dangerous Occurrences, by Health and Safety Executive, n.d.b](#)) must also be reported to RIDDOR, either online (see [How to Report Under RIDDOR, by Health and Safety Executive, n.d.c](#)), or by phone on 0345 300 9923.

Any death, serious injury, incident of food poisoning (involving two or more children), or any allegation of serious harm or abuse must be reported by the Directors to Ofsted within 14 days of the incident occurring online (see [GOV.UK, 2022](#)).

Ongoing Commitment

At Beccles Forest Schools, the well-being of our attendees is a primary concern. A core principle of Forest School is giving learners the opportunity to take supported risks appropriate to the environment and to themselves. As such, Risk Benefit Assessment is a fundamental part of our daily procedures. Our first aid and accident procedures are regularly reviewed.

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Appendices

Appendix 1: Legal Frameworks and Definitions

Department for Education (2024) *Early years foundation stage statutory framework: For group and school-based providers*, Available at

https://assets.publishing.service.gov.uk/media/670fa42a30536cb92748328f/EYFS_statutory_framework_for_group_and_school_-_based_providers.pdf (Accessed 16th March 2025)

Forest School Association (n.d.) *Full principles and criteria for good practice*, Available at

<https://forestschoollassociation.org/full-principles-and-criteria-for-good-practice/> (Accessed 16th March 2025)

GOV.UK (2022) *Report a serious childcare incident*, Available at

<https://www.gov.uk/guidance/report-a-serious-childcare-incident> (Accessed 16th March 2025)

Health and Safety Executive (n.d.a) *Specified, reportable injuries to workers*, Available at

<https://www.hse.gov.uk/riddor/specified-injuries.htm> (Accessed 16th March 2025)

Health and Safety Executive (n.d.b) *Dangerous occurrences*, Available at

<https://www.hse.gov.uk/riddor/dangerous-occurences.htm> (Accessed 16th March 2025)

Health and Safety Executive (n.d.c) *Make a RIDDOR report*, Available at

<https://www.hse.gov.uk/riddor/reporting/index.htm> (Accessed 16th March 2025)

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) Available at <https://www.legislation.gov.uk/uksi/2013/1471/contents/made> (Accessed 16th March 2025)