



First Aid Policy

INTRODUCTION

Wallace Road Nursery School makes every effort to ensure that all children are safeguarded and well cared for. The children are the centre of our focus in all decision-making and arrangements. The nursery sees adequate First Aid provision as vital in the daily process of caring for the children. The Nursery keeps records of illnesses, accidents, and injuries, together with an account of any first aid treatment, prescription and non-prescription medication or treatment given to a child.

First Aid boxes

The first aid boxes are located in nappy the nursery cloakroom and the admin office. Medication for staff is kept in the admin office area, children's medication is kept in a plastic wallet, with consent form and child's name. This cupboard cannot be accessed by children. If children's medication requires refrigeration it will also be kept in a plastic wallet with consent form and the child's name.

Administering First Aid

Trained staff in Paediatric First Aid are displayed in the admin office. School takes into account number of children and staff to identify how many staff should be trained in Paediatric First Aid. There will always be at least half of the work force trained in Paediatric First Aid, and if budget allows, all staff will be trained. Any staff newly trained must have Paediatric First Aid in line with the Early Years Foundation Stage Curriculum (DFE 2017).

One staff member is trained in First Aid at work: Catherine Jones

Any member of nursery staff can administer first aid to a child in line with the following procedures:

- Administer first aid as appropriate
- Call for help if appropriate
- Call emergency services if required •
- Ensure everyone is safe and the injured party cared for and accompanied
- Call the parents if appropriate immediately after the incident
- Record the incident / accident

- Ensure that everyone relevant knows
- Take any further action as required

If an ambulance is required for emergency treatment, the headteacher will accompany the child to hospital. The parents will be notified immediately. Staff members should call emergency services as soon as it becomes clear the injury is beyond the nursery's capability and the health of the child is compromised; if in any doubt, refer immediately to the headteacher or nursery teacher.

Recording accidents and informing parents

We inform parents in two ways:

- Using the accident form-this is for injuries that required significant First Aid, and for ALL head injuries. The parents sign the form, one is kept at nursery and the parents keep a copy
- Verbally-for injuries such as small bumps, grazes and regular injuries sustained by young children being active in the environment.

We do not record all injuries on an accident form, we rely on the professional judgement of the staff to decide whether an accident needs to be recorded formally. ALL accidents do need to be recorded on the board so parents are informed.

Head injuries

ALL head injuries must have a head injury form completed, located in the First Aid cupboard in the cloakroom. On the form staff must indicate where the injury is, this form also offers advice for parents. The child must be monitored to check for signs of serious injury. An accident form must also be completed for the parents to sign. If considered appropriate, parents should be called immediately so they can decide whether to have the child seen by a doctor.

If it is considered immediate hospital treatment is needed, an ambulance must be called and then parents informed.

Accidents resulting in hospital treatment

Any accident involving a child or member of staff that results in hospital treatment must be recorded and reported to the local authority by completing a RIDDOR report.

Qualified Staff

A trained member of staff in paediatric first aid is on the premises at all times. A member of Paediatric First Aid trained staff must be available for any off site visits.

Nursery staff who are currently trained are:

First Aid Training Record			
Staff member	Type of First Aid	Date achieved	Due for renewal
Sharon	Paediatric	June 2016	June 2019
Julie	Paediatric	June 2016	June 2019
Fiona	Paediatric	Dec 2016	Dec 2019
Catherine	Paediatric	Feb 2015	Feb 2018 (booked for Dec 2017)
Sherrill	Paediatric	Feb 2015	Feb 2018 (booked for Dec 2017)
Clare	Activity First Aid	March 2016	March 2019
Catherine	First Aid at Work	May 2017	May 2020

Protocol for Administration of Medicines at nursery

Refer to Medicine Policy

Policy written: 20th October 2017

Adopted:

To be reviewed: October 2019