



Health Procedures – First Aid

The person responsible for managing first aid requirements in the nursery is: Jayne Windsor supported by Karen Robotham

Accidents and Incidents

Great care is taken by our staff at all times to prevent injury to children and staff. It is a legal requirement to have a member of staff with current (Ofsted approved) paediatric first aid training on the premises or on an outing at any one time but we aim to have all of our staff first aid trained so they can all take action to administer first aid treatment in the event of an accident involving a child or adult. First Aid certificates are updated every three years

We follow the guidelines of Ofsted and the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents.

First aid procedures

- Parents sign and date the 'emergency medical treatment' consent on the registration form. .
- Staff must practice good hygiene at all times
- In the case of a minor accident or injury first aid will be administered by a trained first aider
- First aid kits are available if required these are situated in each Room and within the office we hold a Burns kit.
- Gloves must be worn by staff when dealing with any cuts, saliva or other bodily fluid
- The staff member will record details of the accident/Incident and treatment given on the appropriate form, where the accident took place at home a home injury form will be completed by the parents/carers. If the injury is not noticed until after the parents/carers have left, then a form will be filled in at the end of their session.
- The parent/carer must sign the form when they collect their child.
- A Head injury slip must be given to the parent/carer for all head injuries
- In the event of minor injuries or accidents parents or carers are normally informed when they collect their child, unless the child is unduly upset or members of staff have any concerns about the injury. If they are concerned they will contact the parent for clarification of what they would like to do, i.e. collect the child or take them to their own GP.

- If the accident causes any major concern such as a head injury the then the parent/carer will be informed.
- Accident forms are countersigned by the Manager or Deputy
- Accident forms are evaluated monthly by the Keyworker and the Room Supervisor who will bring any concerns highlighted to the Manager

The manager (or person responsible for first aid) will ensure that the Our first aid kits comply with the Health and Safety (First Aid) Regulations 1981 and contains items identified as appropriate from our first aid risk assessment. There are 6 clearly marked First Aid boxes in the setting and all members of staff know the location of these, they are easily accessible to adults but out of the reach of children.. First aid equipment is checked Termly and replenished and replaced as necessary by Kirsty Knight

An additional first aid kit is available to be taken on outings away from the nursery and school runs (in their designated bag). No un-prescribed medication is given to children or parents.

Their contents are in line with recommendations as follows:

- 20 individually wrapped sterile plasters (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 2 large, individually wrapped, sterile, unmedicated wound dressings
- 6 medium, individually wrapped, sterile, unmedicated wound dressings
- a pair of disposable gloves
- Gloves are also kept in the box as well as Thermometers. Vinyl gloves used for first aid are 'single use'.
- Supplies of ice packs are kept in the freezer within the main kitchen.

Person responsible for checking and stocking First Aid Box: Kirsty Knight

If a child requires professional treatment, an ambulance will be called. Parents or carers are contacted immediately and informed of what has happened and where their child is being taken to.

- If a parent is unable to attend their child in an ambulance, the Nursery Manager or Deputy will escort the child to hospital in the ambulance (with their contact file in hand) the child will not be left unattended. The staff member will only leave hospital once the child's parents/carers have arrived.

- In the event of a more serious accident, 'Reporting of Injuries, Diseases and Dangerous Occurrences' regulations procedures are adhered to. The Setting Manager notifies the Chair Person as soon as possible and will seek clarification from the Ofsted serious accidents, injuries and deaths documents (See critical incident policy) if they are not clear whether the accident is RIDDOR reportable.
- If required, the RIDDOR form is completed with one copy sent to the parent, one for the child's file and one for the Local Authority Health and Safety Officer who may investigate.
- Ofsted and local child protection agencies are notified by the setting manager of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care and any advice given will be acted upon. Notification is made as soon as is reasonably practicable and always within 14 days of the incident occurring.

