

First Aid

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- Bell House Nursery aims to provide effective first aid care to children, staff and visitors whilst on the nursery premises and during visits off site such as trips and outings. This provision is ensured by staff attending certified paediatric first aid training courses, which are regularly updated as required.
- In addition, a person who has attended a full first aid at work training course will be designated as the nursery First Aider (**Tina Ford**).
- **Lauren Eccles** ensure that the first aid boxes and outings first aid kits are complete and that items contained within are current and in date.
- First aid kits will be kept in suitable designated areas and portable kits will be made available for off- site purposes.
- Lists of First Aiders will be updated regularly and a copy of 1st aiders with current Paediatric First Aid will be displayed in the appropriate room.
- A Staff Qualification log is kept on the Management board situated in reception, this will state whether the practitioner has first aid and the date this was achieved.
- The responsibility of the paediatric first aider will be to react appropriately in a medical situation and to ensure that all accident and incident forms are completed, witnessed and signed by all parties including the parent/carer.
- A separate body map must be completed to accompany each accident/incident form.
- Any parent/carer arriving at the nursery with a child who has a pre-existing injury must be asked to complete an off site incident form before leaving.

First Aid Policy & Procedure

At Bell house Nursery staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult as long as they hold a currant first aid certificate. We aim to have all of our staff members in the building qualified in 1st Aid.

All children fall and bump themselves so it is crucial that they receive the right treatment. Emergency medication for serious conditions (i.e. allergies) will be stored accordingly on discussions with parents/staff. This will be easily accessible in the child's base room in case of emergency. Staff would seek appropriate advice from parents on administering this medication if required which is then detailed on a Long Term Medical Care Plan.

We try to ensure that all our staff are first aid trained though at times there may be staff who are waiting to renew their training. We only allow staff members who are first aid qualified to administrate first aid to a child or adult at the setting. The first

aid qualification includes first aid training for infants and young children. All staff are required to keep a copy of their first aid certificate in the CPD folder.

First Aid boxes are available around the Nursery and are fully stocked. The boxes are regularly checked to ensure they have stock and that the contents are within date.

Our First Aid Kit:

- Has appropriate content to meet the needs of the children.
- Is regularly checked by a designated member of staff. **(Lauren Eccles)**
- Is easily accessible to adults.
- Is kept out of the way of children.

In addition to the first aid equipment, we provide in the nursery disposable plastic aprons, disposable gloves and children's ear thermometer with disposable caps.

At the time of admission to the nursery, a consent form for emergency medical advice or treatment is signed by the parent(s); this is logged on a Long Term Medical Care Plan which is then reviewed every 3 months.

ALL accidents will be recorded on an accident form with is kept in a folder within the child's room. Parents are asked to sign the form when collecting their child to acknowledge that they have been told about the accident.

The accident form will record the following information:

- Child's name
- Date of birth
- Date and time of accident
- Circumstances of accident
- Monitoring record after the accident took place.
- Extent of injuries
- What first aid was given by staff?
- Which member(s) of staff dealt with the accident?
- Staff and management signature
- Signature of parents acknowledging that they have been told about the accident.

If the accident is serious enough that the staff feel further medical help is required, the child will be taken to the nearest Accident and Emergency department, or walk in centre. If deemed necessary an ambulance will be called. Where possible two members of staff will accompany the child and take the child's records which will contain details of the child's doctors and any allergies that they may have, if this is not possible a member of the management team will accompany them. Parents will be contacted immediately so that they can join the child and member of staff at the hospital. The Manager will be made aware of any serious injuries and will investigate accordingly.

Any serious accidents or incidents will be reported to RIDDOR and OFSTED.

OFSTED contact information. Phone- 0300 123 1231

The nearest Accident and Emergency is located:-

Royal Surrey County Hospital
Egerton Road
Guildford
Surrey
GU2 7XX
01483 571122

Parents will be contacted immediately with head injuries so they can decide on medical attention or collection.

If an injury has taken place at home the parents are required to fill in an offsite incident form and sign it. This will prevent staff mistaking any injuries that happen at nursery with those that have happened elsewhere.

All incidents and accidents are reviewed regularly by the Nursery Manager/Deputy to identify risk areas or problems with equipment.

Implementing this Policy

All nursery staff will be required to read this policy on their induction and to comply with the contents of the policy. The policy will be kept in the policy point folder and will be available for staff to refer to at all times.

The implementation of the policy will be monitored by nursery staff on a day to day basis. If incidences of non-compliance do occur, this will be dealt with on a case by case basis through performance management of staff.

Any adverse incidents will be recorded and reviewed to ensure the policy is fit for purpose.

Reviewed By Clare Hayes and Tracy Cox

Reviewed in September 2016

Next review date September 2016