Happy Mindz Day Nursery and Pre School

The Old Chapel School

Wickham

Hampshire

PO17 5DE

Company ReGestration NO: 09775379



First Aid Policy

**First Aid**

Our setting is able to take action to apply first aid treatment in the event of an accident involving a child or adult. 50% of our setting staff are First Aid trained so there will always be at least one adult with a current first aid certificate on the premises, or on an outing, at any one time. The first aid qualification includes first aid training for infants and young children. The first aid training is local authority approved and is relevant to adults caring for young children.

Procedures

The First Aid box is kept in the cupboard over the sink in the kitchen, which is accessible to adults only at all times. The First Aid box will be checked by a designated First Aider (Health and Safety Officer) at the beginning of each term to ensure it is fully stocked and use by dates are valid.

The First Aid box contains:

 Triangular bandages

 Sterile dressings

 Assorted plasters (hypoallergenic)

 Sterile eye pads

 First Aid booklet

 Disposable gloves

 Disposable apron

 Child’s forehead ‘strip’ thermometer

 Cool Packs

• Information about who has completed first aid training and the location of the first aid box is provided to all staff and volunteers during their induction meeting with the Supervisor.

• Medication is only administered in line with the settings Administering Medicines policy and will only be done by a qualified first aider.

• In the case of minor injury or accidents, we normally inform parents when the collect their child and ask them to sign the settings Accident Form (as detailed in Recording and reporting of accidents and incidents policy). If the child is unduly upset or we have concerns about the injury we will contact the child’s parents for clarification of what they would like to do.

• If a Medical Emergency arose during the pre-school session. Staff members should assess the situation and take control. At least one member of staff should take the other children away from the situation (if possible), stay with them, reassure them, keep them calm.

 If the casualty requires medical attention the First Aider(s) on duty should administer First Aid to the casualty. REMEMBER – Wear protective gloves and aprons when dealing with a child who is sick, has soiled themselves and when dealing with any sort of bleeding.

 Should the casualty need hospital treatment the following procedures should be followed.

 A Staff member should telephone 999 for and ambulance. State on the telephone where the ambulance is required:-

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– Postcode is important information to give as they are able to trace using Sat Nav.

 Give as much information about the casualty as possible and their condition.

 The staff member should then contact the casualty’s parents using emergency contact numbers in the back of the register and calmly inform them of the situation.

• If hospitalisation is required and the parent is not present, parents sign their consent on the child’s registration form, that a member of staff can take their child to the nearest Accident and Emergency unit to be examined. The first aider will ensure that if the child has a Health Care Plan or is in receipt of regular medication, this medication and the relevant paperwork is taken to the hospital with the child (Administering Medicines Policy refers). If there is only one first aider present that day then a member of staff should accompany the casualty to hospital and stay with them until the parent arrives. It is vital a First Aider remains at pre-school in case of further medical emergencies.

• Immediately after the incident a full report should be compiled, where possible with diagrams and witness statements passed to the Business Manager Mrs Claire Jarman. Notification of any serious accident illness or injury to, or death of, any child whilst in the care of the preschool and the action taken in respect of it must also be made to Ofsted as soon as practicable, but in any event within 14 days of the incident occurring it is a criminal offence not to do so. (Recording and reporting of accidents and incidents policy refers

Reviewed October 2016

To be reviewed October 2017