

First aid policy

Introduction

This policy is to ensure that there is adequate First Aid provision for children, staff, and visitors to the preschool under Health and Safety legislation. [U.K.Guidance]

First Aid is the emergency care given to an injured person before professional medical care or an ambulance is available.

Aims

Clear identification of staff who are First Aid Trained.

Clear First Aid procedure

Understanding of the statutory regulations regarding accident reporting in relation to the RIDDOR guidelines. [U.K. Guidance]

Reference

This document is to be used in conjunction with the other policies which are listed below. Referrals will be made to them throughout the document.

Body Spillage policy – included in this policy Health and Safety policy.

Health Handbook - in reference to documentation kept for accidents.

Trained First Aid Staff It is considered best practice that all staff have a current First Aid certificate.

Ensure that there are the correct number of appropriately First Aid trained staff for the Pre-school. Staff who take children off site are responsible for ensuring that they have the correct number of First Aid staff to child ratio.

A list of all current First Aid trained staff to be maintained and displayed within key areas of the preschool.

First Aid training to be undertaken every three years. [U.K .Guidance] A senior staff member will

- o Maintain an up-to-date First Aid staff training list.
- o Organise staff to go on the relevant training sessions.
- o Oversee the maintenance of the First Aid Boxes.
- o Maintain a list of all the First Aid Boxes held at the Preschool

Location of First Aid Boxes

The first aid box is located in the kitchen of the preschool. Clearly signed.

Contents of First Aid Boxes

Contents of the boxes to be checked biannually. Ideally when they have been used the key person in charge of stocking should be notified.

Hygiene Procedures

Staff must wear gloves when dealing with accidents involving spillage of bodily fluids. (Refer to Appendix 1 Body Fluid Spillage Policy).

First Aid Procedure

All injuries are normally treated by a staff member who holds a current First Aid certificate. They will need to:

- Assess the injury and take appropriate action. All injuries that are treated must be recorded on accident forms and signed by staff and parent on the day of injury.
- Gloves must be worn at all times when treating injuries. Parents must be informed when a child has sustained a head injury. Whether the child stays at Preschool will depend on severity of the head injury and the decision for that has to be made by the preschool leader, First Aid trained staff and the parent. When the child goes home the parents must be given a Head Injury Letter.
- Parents must be informed of any injury that their child may have had whilst at Preschool on the same day or as soon as is reasonably practical.

Medical Emergencies

This is when an injury/illness requires immediate medical help or further assessment by doctor. When a child requires further hospital treatment but it is not an emergency, the parents will be contacted to come and collect the child.

In circumstances when parents have not been able to be contacted and the child requires further hospital treatment two members of staff will need to escort the child to hospital, one to drive and one to look after the child. The Preschool leader will need to assess whether that is possible.

In exceptional circumstances when the staff ratios would not be able to sustain the above point then an ambulance would need to be contacted and the situation clearly explained to them.

[U.K. Guidance]

When an ambulance has to be called other people also need to be informed:

- Ideally the person who is at the scene of the accident should contact 999 so clear accurate information can be given
- Parents to be alerted.

The accidents/incidences warranting emergency care are situations such as:

Head injuries where there is a loss of or suspected loss of consciousness.

- Sudden collapse.
- Major wounds needing medical attention.
- Suspected fractures.

- Spinal injuries.
- Use of an EpiPen
- Major Asthma, Diabetic, Epileptic event.

The above list is not exhaustive. In the event of the emergency services being contacted the below must be considered:

- Parents must be contacted to ascertain when they can join their child and their wishes with regard to treatment should they be delayed.
- As per the Preschools terms and conditions, the Preschool leader may have to agree to emergency medical treatment if the parent/guardians cannot be contacted.
[U.K.Guidance]
- A member of staff must accompany and stay with the child until the parent(s)/guardian arrives.
- Contact details about the injured child must be taken to the hospital.
- Once at the hospital, and the child is registered it is then the hospital responsibility for further medical contact with the parents. [U.K. Guidance]

Reporting of Accidents and Incidents

Accident form should be filled out for the following events:

- When a child has a significant injury that requires further medical/dental intervention.
- When a child has sustained a head injury.
- When a child has been injured by an item of equipment, machinery or substances.
- When a child has been injured by the design or condition of the premises.
- When an accident occurs in a Preschool activity when off site.
- When a visiting child sustains an injury at the Preschool.
- When a behavioural incident has happened and another child has been injured.

Reviewed by:

Vickie Smith, Co-Chair	02/09/2018
Alice Bettoney, Treasurer	02/09/2018
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