

## 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.

Parents must sign and date the 'emergency medical treatment' consent on the registration form prior to their child attending Clare House.

### Prevention of accidents and injury

Risk assessments are undertaken routinely in each room by room managers

The manager and room supervisors routinely undertake risk assessments of the outside play area. Accident forms are evaluated monthly by the Keyworker and the Room Supervisor who will bring any concerns highlighted to the Manager.

Gloves must be worn by staff when dealing with any cuts (blood), saliva or other bodily fluid.

Gloves worn to deal with any medical incident must be appropriately disposed of

Staff must practice good hygiene at all times including;

- Cover any minor cuts or abrasions on hands and arms with waterproof dressings.
- Wash hands thoroughly, using hot running water and soap, after giving first aid care.
- Hands should be dried properly, using disposable paper hand towels or hot air hand dryers.

### First aid kits

First aid kits are situated in each room and within the office we hold a burns kit and additional supplies.

The manager (or person responsible for first aid) will ensure that all 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. There is a first aid kit in each room and one in the office a additional first aid kit is available to be taken on outings away from the nursery and school runs

In line with recommendations each first aid kit contains the following:

- 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 fridge within the main kitchen.

*First aid procedures in the event of minor accident or injury*

- In the case of a minor accident or injury first aid will be administered by a trained first aider
- Minor wounds should be cleaned using clean water and disposable paper towels or tissues. The wound should be dried again, using disposable paper towels or tissues.
- A first aid plaster or dressing (which is individually wrapped) can be applied if desired.
- Cold compress/ice pack may be applied where this is appropriate or desired
- The staff member administering the first aid will record details of the accident/Incident and treatment given on the appropriate form
- 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. Following any incident children will be monitored. If there is any cause for concern the parent will be informed and staff will seek clarification regarding what parents would like to do, i.e. collect the child or take them to their own GP.

- A head injury form will be given to the parent/carer to sign for all head injuries, within this form is additional information regarding what to look out for advice sheet from the NHS .Medical follow up is always advised.
- If the accident causes staff any concern such as a head injury/bite the then the parent/carer will be informed by phone prior to pick up.
- The parent/carer must sign the form when they collect their child after any incident.

#### *Injuries occurring outside nursery observed on arrival*

Where an accident has taken place at home, that has caused the child an injury, then a home injury form will be completed by the parents/carers on arrival at Clare House. If the injury is not noticed until after the parents/carers have left, then a form will be filled in at the end of the session and a phone call may be required depending on injury.

#### *First aid in the event of a major accident or medical incident*

Major incident plan will be operated as follows

1. First aid will be administered by a trained first
  2. A second member of staff will immediately alert the office and inform manager
  3. Third member of staff will move all children not involved in incident away from the vicinity of the incident.
- 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.
  - 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 notifiable 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.

All major accident forms will be countersigned by the Manager or Deputy.

