

First Aid

Safeguarding and Welfare Requirement: Staff Qualification, Training, Support and Skills. At least one person who has current paediatric first aid certificate is on the premises at all times when children are present, and must accompany children's outings.

HEALTH - Providers must ensure there is a first aid box accessible at all times with appropriate content for us with children, providers must keep a written record of accidents or injuries and first aid treatment.

EYFS Key themes and commitments

The Themes and Principles describe the features of our practice on which the Early Years Foundation Stage is based. They emphasise that the child is of first importance and that all relationships, experiences and the environment together influence how the child will develop, plan and learn.

http://www.foundationyears.org.uk/files/2011/10/EYFS_Principles1.pdf.

A Unique Child – 1.3 Keeping safe 1.4 Health and Well Being

Positive Relationships – 2.2 Parents as Partners 2.4 Key person

Enabling Environments – 3.2 Supporting every Child 3.4 The wider context

Policy statement

Yaxley & Mellis Pre-School makes every effort to ensure that all children are safeguarded and well cared for. The children are the centre of our focus in all decision-making and arrangements. The pre-school sees adequate First Aid provision as vital in the daily process of caring for the children. The pre-school keeps records of illnesses, accidents, and injuries, together with an account of any first aid treatment, non-prescription medication or treatment given to a child.

Implementation: Practical Arrangements

All our team members have Paediatric First Aid Training which is updated every 3 years. This training is maintained on a rolling cycle. The training undertaken is relevant for staff caring for and working with young children and babies and is in accordance with Ofsted standards.

A paediatric first aider is always on site in order to respond to emergencies quickly. The first aid boxes are easily accessible to adults and kept out of the reach of children. In addition to the standard First Aid kit which remains in the building, we also have a 'travel' kit. This kit is suitable for small excursions, such as walks across the school field and off premises visits. The kit is checked and re-stocked on the same basis as the main kit. This kit also contains items which are more applicable for outdoor use, such as reflective blanket, single use ice packs; it also contains a notepad and pencil to record accidents, so a full report can be written up upon returning to the setting.

- First Aid boxes are checked regularly and there is a checklist in the Operational plan,

- First Aid boxes are located in the following rooms:

- o The Kitchen

- o The 'travel kit' is located in the disabled toilet

- o Gloves are available within grasp of any of the First Aid boxes and staff must use gloves in accordance with our Waste and Bodily Fluids Policy.

- o The contents of the first aid boxes are checked regularly by our Health & Safety Officers -

Helen Potter, Anna Mallinson & Lou Johnston.

- o First aid boxes will be restocked immediately when required.

Practical Arrangements at the point of need

Trained pre-school staff can administer first aid to a child in line with the following procedures:

- Administer first aid as appropriate
- Call for help if appropriate
- Call emergency services if required
- Ensure everyone is safe and the injured party cared for and accompanied
- Call the parents if appropriate immediately after the incident
- Record the incident / accident
- Ensure that everyone relevant knows
- Take any further action as required

Staff members should call emergency services as soon as it becomes clear the injury is beyond the pre-school's capability and the health of the child is compromised; if in any doubt, refer immediately to the Team Leader.

A member of staff familiar to the child will travel with them in the ambulance. The parents will be informed of the destination of the ambulance. Notes from the child's file will be taken to the hospital along with any medication the child is prescribed, including asthma medication. If a child has a health plan file for managing medicines this will also be taken. On the parent's arrival at the hospital the member of staff will be collected either by another member of staff or via a taxi service.

Recording accidents and informing parents

Members of staff who deal with an accident or injury must record the incident on the Accident / Incident forms and inform the Team leader. Parents are advised of all accidents, and asked to sign their child's accident/incident form upon collection.

Parents are always contacted if a child suffers anything more than a trivial injury, or suffers a head injury or if s/he becomes unwell, or if we have any worries or concerns about his/her health. Parents are encouraged to contact the pre-school if they have any concern relating to their child's health.

In the event of a bump to the head or a scratch received from another child (which has marked the child, a significant injury form will be completed) the parents will be notified by telephone. A child who has received an injury to the head will be monitored closely by their key person and first aid will be administered.

Non Serious Injuries

Parents will be informed of the accident when the child is collected from pre-school at the end of their session.

- A record of accidents is kept in the office. All staff will complete an accident report for any incident which has caused harm or injury to a child. This record also requires staff to notify parents of first aid that has been administered to their child. Parents will be asked to sign the report. This will then be kept in the office in their child's accident file. If the child is collected by someone without parental responsibility, they will be asked to sign the form on the parents' behalf, and a copy of the form will be taken, for them to pass onto the parent. Prior to this the parent may be contacted to inform them of the incident.

Records include:

- the date, time and place of incident
- the name of the injured or ill child
- details of the injury/illness and what first was given
- what happened to the child immediately afterwards (e.g. went home, went back to playing, went to hospital)
- name and signature of the person dealing with the incident along with a witness.

Any identified risks will be dealt with by way of control measures to safeguard children and staff. These records are reviewed regularly by our Admin Manager / Team Leader and actions taken to minimise the likelihood of recurrence.

Prevention of accidents is very important to us. Maintenance tasks and repairs will be reported to the Committee Chair / Admin Manager. Staff will in the meantime make an appropriate response especially if a risk is identified. If the risk is deemed an emergency then the Committee Chair/Admin Manager will be contacted by telephone immediately. Mobile numbers are displayed in the office.

In the case of a possible infectious outbreak or notifiable disease, staff must consult the HSC website. If the illness is listed on this site then Ofsted must be informed and the HSC relevant numbers are at the end of this policy.

In the case of an outbreak of food poisoning, Ofsted will be informed together with Environmental Health.

Ofsted will be informed of any serious illness or death of any child whilst in our care. They must be informed of any action taken and this will be reported within fourteen days.

Where pre-school parents need to be informed of an infectious outbreak, the child will be referred to with anonymity and appropriate letters and advice will be sent home after consultation with the HSC, Ofsted and the local authority.

Arrangements for children with particular medical needs

Prior to joining the pre-school, all medical details are required so that the pre-school can provide the level of care expected. Where appropriate, parents and the Team Leader, along with any relevant members of staff, will meet prior to a child joining the pre-school to ensure such provision is in place. Special arrangements, such as, training are made when necessary to ensure medical needs are met. (See our Managing children who are sick, infectious or with allergies policy).

Recommended List for First Aid Kit for Childcare Providers - Source: St John's Ambulance,

The first aid kit should contain the suggested items below as a minimum and should be replaced as soon as possible after they are used:

- o One first aid guidance card and contents list
- o One resuscitation face shields
- o Twenty individually wrapped adhesive dressings (plasters) of assorted sizes
- o Two sterile eye pads
- o Four triangular bandages – individually wrapped
- o Six medium sterile dressings (approx 12 cm x 12 cm)
- o Two large sterile dressings (18 cm x 18 cm)
- o Five low-adherent dressing with perforated plastic surface (ie: Melolin)
- o One roll of hypo-allergenic tape (ie: Micro-pore)
- o Ten packs of '5 sterile gauze' swabs (for cleaning wounds)
- o One finger bandage and applicator
- o Round-ended scissors
- o Three pairs disposable non-latex gloves

Useful additions could include:

- o Two small plastic bags – for disposal of soiled wipes and dressings
- o Notepad and pencil
- o Safety pins
- o Disposable apron.

If no access to clean tap water e.g. on a day trip – 1 litre of sterile water (for cleaning wounds)

Our First Aid box is checked on a regular basis to ensure that the contents are there, in date and the packaging is undamaged. Once an item has been used it is replaced as soon as possible after the emergency is over. No un-prescribed medication is given to children, parents or staff. At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Legal framework

Health and Safety (First Aid) Regulations (1981)
Statutory Framework for the EYFS March 2014
DfEE Guidance on 1st Aid for Schools February 2014

Managing Medicines in School and Early Years Settings March 2005
Keeping Children Safe in Education April 2014