

## First Aid Policy

- It is an Ofsted requirement that at least one member of staff with current paediatric first aid training is on the premises or present on an outing at all times. The paediatric first aid qualification includes first aid training for infants and young children.
- We feel it is important that in the event of an accident our staff have attended relevant training to deal with any situation that may arise. It is equally important that staff feel confident to administer first aid and seek professional help where necessary. Staff are trained to carry out the skills they have learned in a professional manner and to alleviate further stress by remaining calm and reassuring the child or adult who is injured.

### **The following procedure will be carried out following an accident at nursery:**

- Qualified staff will administer necessary treatment.
- It will be established what happened, where and when.
- The member of staff dealing with the accident will complete an accident form.
- This will include details of child's name, date and time of accident, place of accident, how the accident happened, nature of accident, staff member dealing with accident, treatment given and parent's signature.
- The child will be comforted and cared for appropriately.
- The form will be taken to the office and the incident assessed by the Manager / Deputy to decide whether to contact parents immediately or to wait until collection time.
- If contact is required this will be made by ClassDojo app initially, or by telephone depending on the level of concern or injury.
- Form returned to room for completion by parent at collection time.

### **In the case of a head bump, any bite where the skin is broken or teeth marks are visible or any scratches or similar to the face or neck, staff will:**


- Follow the above procedure but parents will be contacted **immediately** by telephone.
- This conversation will be logged onto the accident sheet.
- Give parents the option to collect their child from nursery.
- The staff will closely monitor the child for the duration of the day, recording times and any additional comments.
- Require the parents to sign an accident form to confirm they have been informed.

### **In the event of a serious accident staff will:**

- Administer any necessary first aid and dial 999 for an ambulance.
- Inform management.
- Contact the child's parents and inform them what is happening.
- Arrange for the child to be transported to the hospital taking care to reassure them on route.
- Notify Children's Services and Ofsted.



## Current members of staff with Paediatric First Aid Certificate

	
Jill Catley	Expires Dec 2024
Jacqui Cooke	Expires Dec 2024
Martyn Ditchman	Expires Dec 2024
Sara Nailer	Expires Dec 2024
Jackie Pitchford	Expires Dec 2024
Alice Suttle	Expires Dec 2024
Sophie Williams	Expires Dec 2024
Claire York	Expires Dec 2024
Gurjinder Dhuga	Expires Apr 2026
Mozhgan Hajimirza	Expires Apr 2026
Becca Hills	Expires Apr 2026
Ellie Hughes	Expires Apr 2026
Sam Lines	Expires Apr 2026
Jackie Pitchford	Expires Apr 2026

### Our first aid kit(s):

- comply with the Health and Safety (First Aid) Regulations 1981;
- is checked during the first week of each month by a member of staff designated by the management team and re-stocked as necessary.
- is easily accessible to adults but is kept out of the reach of children.
  - On the kitchen hatchway.
  - On the windowsill / shelf in the back room leading to the garden area.
  - At the front of the church in the 'galley kitchen' (Church first aid kit)

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. See also our 'Administration of medication policy'