

e. First Aid Policy

Our Aims:

Nursery Village aim to ensure the good health and safety of all those on site, and to provide for effective action should anyone become ill or suffer injury.

Policy

Only First Aid qualified staff are allowed to administer First Aid and give First Aid advice.

A 12-hour Paediatric First Aid course is necessary for registered childcare provisions and our staff, which is required for all new staff members and must be renewed every 3 years before being recorded under the Family Qualifications section.

- There MUST be at least one person who has a current paediatric first aid certificate on the premises and available at all times when children are present, and accompany children on external activities.
- Nursery Village will take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is always available and able to respond to emergencies quickly.
- There is a First Aid kit accessible at all times with appropriate content for use with children.
- All Accidents & Incidents are recorded as they occur on Family, including first aid treatment given.
- Parents or carers are notified through the Family app of any accident or injury sustained by a child on the same day, or as soon as reasonably practicable, of any first aid treatment given. This must be acknowledged to complete the record.
- All staff act in “loco parentis” during the time that the Nursery is open for children, which means “in the place of a parent” and refers to the legal responsibility of a person or organisation to take on some of the functions and responsibilities of a parent.
- Names of qualified First Aid staff are displayed within the Nursery.

Staff responsibilities are:

- To be aware of the Nursery’s first aid arrangements, policies and procedures.
- To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- To ensure that a First Aid kit is provided and stocked with appropriate items and to refer any issues to their Nursery Manager or Designated Safeguarding Person.
- To always take a First Aid kit and accident book on all external activities.
- In cases of injury, the staff members responsibility ends when the patient is handed over to a medically trained professional or the parent or carer.

Accident forms

For all injuries (whether involving the children, staff or visitors) an accident form must be completed on Family at the first possible opportunity.

This must include the member of staff who witnessed the injury or who was closest at the time it occurred, plus any additional staff who were present at the time.

In the case of an injury involving a child, the form must be sent to the parent or carer who must acknowledge the record electronically, which should be confirmed when the child is collected from Nursery.

Near misses must also be recorded. (A near miss is an event or situation that could have, but didn't result in injury, damage or loss). Accident forms for all eventualities, including children and staff, are then stored confidentially, in date order on the Family digital system.

Accident forms will be reviewed periodically by the Nursery Manager, making enquiries about the appropriate supervision and organisation, or use of materials, to help prevent further accidents occurring. This may assist in informing a review of Risk Assessments.

First Aid kits

First Aid kit locations are displayed on Nursery notice boards and prominently throughout.

Nursery Village will have a checklist inside the First Aid kit for when the kit was last checked and by whom and will ensure that disposable plastic gloves are available in the First Aid kit, along with plastic bags for the disposal of soiled dressings and bio hazards.

Change of Clothes

The Nursery will have a range of spare clothes to cover boys and girls across the age range.

- Wherever possible, children should change into their own clothes.
- The Nursery will take care to respect the child's privacy and dignity.
- Disposable gloves will be worn when assisting a child, which will be disposed of in a bio hazard "yellow bagged" bin.
- Dirty clothes will be placed into a plastic bag ready for the parents or carer to collect.