



## **First Aid Policy**

At Alexandra Park Children's Learning Community and Alex Park Democratic School, we have a duty of care to all of our children and staff. We have put our First Aid Policy in place to ensure that the children have the safest possible environment to flourish and learn.

### **Procedure**

- Each member of staff receives paediatric first aid training. This is renewed every three years.
- First aid boxes are kept in all the class rooms, in the white cupboard in the hall, the nursery manager's office, the kindergarten and in the staff room.
- During staff inductions, staff are trained in knowing what to do in case of accident. They are also shown the location of first aid boxes.
- Staff take first aid kits on outings.
- A first aid sheet is kept with the box, making sure that staff can check when items are running low.
- Staff fill in an accident form for any treatments given and this is signed by parents.
- Where the accident has not been witnessed by a member of staff, an incident form should be completed.
- Nursery manager and the Head of APDS fills in the children's accident book, logging each accident. This is to compile information to see trends in where accidents are happening and how we can improve.

### **On witnessing an accident:**

#### **Minor**

- Calmly reassure the casualty.
- Sit the casualty down and attend to wound (minor wound).
- Plastic gloves must be worn for the treatment of broken skin/wounds.
- All waste material must be placed in the designated bin.
- After treatment, record details of accident in the accident forms, give treatment.
- On notification of the incident, parents must the accident form.
- Advise parents, when necessary on follow up treatments for injuries.
- Always call parents in the case of a head injury.

#### **Serious:**

- Call for help; get another member of staff to clear the area if other children are present.
- Calmly assess the seriousness of the injuries (senior member of staff should be called).
- Provide necessary first aid and contact an ambulance if necessary.
- Stay with the child until support arrives.
- Parents/carers should be contacted if possible.

- After removal of the injured party from the centre, all witnesses must fill in an accident form/incident form and the senior member of staff should notify the General Manager and Susana Lopez (Head teacher of APDS).
- Arrange a meeting with the parent/carer. Where needed we will discuss ways in which we have adapted our setting/practice to prevent accidents reoccurring.

### **Off the premises / Trips**

- First aid arrangements for any trips are included in each risk assessment for each trip.
- A first aider must accompany any off site trips / outings.
- A first aid kit must be carried on any trips (ensuring the box is checked for correct contents)
- Group leaders must check each individual child's file for any medication / dietary requirements and ensure the correct medication is taken and administered during the trip.
- Follow the procedure of minor and serious accidents.
- Base on the injury an ambulance will be call immediately, parents and centre will be notified as soon as possible.

### **Staff accidents**

- Staff should inform their line manager of any accident which occurs at the setting
- Staff should be treated with our first aid kits where possible, or will be advised to seek medical advice.
- Staff should fill in the "Staff accident book" which is located in the nursery manager's office.
- Where needed, a meeting should be arranged between the member of staff and the relevant manager. Where needed, we will discuss ways in which we have adapted our setting/practice to prevent accidents reoccurring.

### **First Aid Kit:**

- Complies with the Health and Safety (First Aid) Regulations 1981
- Is regularly checked by a designated member of staff and re-stocked as necessary
- Is easily accessible to adults
- Is kept out of reach of children.
- There is a mini first aid kit kept in every room.

### **First Aiders**

The list of the First Aiders is in the corridor, in the manager office and in the staff room. Karen Queeley and Edith Acosta are the adult's First Aiders. Most staff have Paediatric First Aid training.

### **Accident Books**

Each unit has a file for its own accident forms. They are kept safely and are accessible. All staff know where they are kept and how to fill out and complete individual accident forms. The accident book is reviewed periodically to identify any potential or actual hazards.

A separate accident file for staff, parents and visitors is kept in the office. All staff are made aware of its location and are actively encouraged to inform their line management if they have an accident and to document it in the accident book.

Ofsted are notified of any injury requiring treatment by a G.P or hospital, or the death of a child or adult.

Any injury requiring a G.P or hospital treatment to a child or adult, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

We meet our local requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

- Any accidents to a member of staff requiring treatment by a GP or hospital; and
- Any dangerous occurrences (i.e. an event which does not cause an accident but could of done).

### **Prescribed Medication**

Prescribed Medication is controlled by the Medication Policy. Children's prescribed medications are stored in their original containers, are clearly labelled and are inaccessible to the children. Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. This training is arranged by the nursery in conjunction with the local Primary Health Care Trust.

### **First Aid and Medication**

At least one member of staff with a current paediatric first aid training certificate (relevant to babies and young children) is on the premises or on an outing at any one time. Inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.

At the time of admission to the nursery, parents written permission for emergency medical advice or treatment is sought. Parents sign and date their written authorisation. Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

**\*We have a robust and thorough health and safety policy which works in line with this policy.**

Date - August 2021

Signed Manager –

Review – August 2022

Signed Director –