

# First Aid Policy

To be reviewed Bi-Annually.

Reviewed October 2024. To be reviewed October 2026



## INTRODUCTION

Everton Nursery School makes every effort to ensure that all children are safeguarded and well cared for. The children are at the centre of our focus in all decision-making and arrangements. The nursery school sees adequate First Aid provision as vital in the daily process of caring for the children. The nursery 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.

First Aid Boxes - The first aid boxes are for adults only and located in the main foyer, staff room, food preparation room, snack kitchen, Business Managers office. There is a box of ice packs alongside every first aid box. The policy can be linked to risk assessment EV R/A04 First aid activities which also references the defibrillator. The contents of the first aid boxes are checked regularly by the Site Manager who oversees this responsibility. First aid boxes are restocked when required.

Any member of nursery staff can administer first aid to a child in line with the following procedures:

- Administer first aid as appropriate and request support from a trained three day first aider
- Inform the Leadership Team
- Call emergency services if required
- Call the parents if appropriate immediately after the incident
- Record the incident / accident
- Ensure that everyone relevant knows
- Take any further action as required

If an ambulance is required for emergency treatment, a senior member of staff will accompany the child to hospital. The parents will be notified immediately. Staff members should call emergency services as soon as it becomes clear the injury is beyond the nursery's capability and the health of the child is compromised; if in any doubt, refer immediately to a member of the Leadership Team.

Recording accidents and informing parents - Members of Staff who deal with an accident or injury must record the incident in the Accident / Incident forms and inform a member of the Leadership Team. 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 nursery school if they have any concern relating to their child's health.

Non Serious Injuries - Parents will be informed of the accident when the child is collected from nursery at the end of the session. The records are reviewed regularly by the Leadership Team and action taken to minimise the likelihood of recurrence.

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 playroom)
- name and signature of the person dealing with the incident along with a witness. Forms are provided to parents to sign after an accident.

Qualified Staff - All nursery school staff that work in the rooms with children have undertaken a paediatric first aid course every three years. There are also staff trained across the site who are 3 day First Aiders who support nursery school staff in classrooms when requested. When children are taken on an outing away from nursery school, they are accompanied by at least one member of staff who is trained in first aid. A first aid bag is taken on all outings.

Personal protective equipment (PPE) - The nursery school provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks.

Dealing with blood - We may not be aware that any child attending the nursery school has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Accident book: - is kept in a safe and secure place in the Business Manager/Site Manager's office. The recording sheets are accessible to all of our staff who all know how to complete them.

The nursery school will notify Ofsted as soon as possible, but at least within 14 days, of any instances which involve:

- Food poisoning affecting two or more children looked after on the premises;
- A serious accident or injury to, or serious illness of a child in our care and the action we will take in response;
- The death of a child in our care.

The nursery school will notify local child protection agencies of any serious accident or injury to a child, or the death of any child, while in our care and we will act on any advice given by those agencies. Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department. Everton Nursery School will meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR.

We also refer to the Department for Education First Aid in Schools, Early Years and Further Education, Updated 14<sup>th</sup> February 2022.

#### Policy Review

This policy was reviewed by a group of six Governors on Thursday 26<sup>th</sup> September 2024 and ratified at the main Governing Body meeting of Everton Nursery School and Family Centre Governing Body on Thursday 10<sup>th</sup> October 2024.