



## LITTLE ACORNS PRE-SCHOOL

### POLICIES

## HEALTH AND SAFETY PROCEDURES

### First Aid

#### **Aims**

The staff aim to deal with any incident requiring first aid in a calm, professional and methodical manner.

#### **Methods**

Little Acorns has assessed the need for first aid provision and has decided that the Manager, Assistant Managers and qualified staff caring for the children should be trained in Paediatric First Aid, so that there is always a minimum of one member of staff trained in paediatric first aid on duty at any time.

At the time of admission to the setting, the parents/carers permission for emergency medical advice or treatment is sought. Parents will sign and date their approval on a consent form at registration agreeing to allow their child to be given any medical, surgical or dental treatment including general anesthetic and blood transfusions which are considered necessary by the medical authorities concerned and allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

#### **Coordinator:**

Becca Deacon is responsible for overseeing the arrangements for first aid within the setting.

Her duties include ensuring:

- That the first aid equipment is available at strategic points in the setting  
**First aid box kept in the kitchen**
- That the correct level of first aid equipment is maintained in each first aid box

- That the first aid qualifications are and remain, current ( Paediatric certificated are valid for 3 years)
- This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

**First Aiders:**

Claire King

Becca Deacon

Louisa Harris

Bex Watson

The first aiders listed above will provide first aid treatment for anyone injured on site during the setting day. They will also provide, as appropriate, first aid cover for:

- Trips and visits
- Extra-curricular activities by the pre-school to include sports day, curriculum evenings and any setting organised fund raising events.

First aiders are responsible for ensuring that first aid logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see reporting of accidents section)

**Treatment of injuries**

The setting will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call, or will instruct another member of staff to call 999 and request that an ambulance and paramedics attend.

Where in any doubt about appropriate course of action, the first aider will be expected to consult with the Health Service helpline, NHS DIRECT 111, and in the case of injuries to a child, with the parents or legal guardians.

**Suspected Head, Neck & Spinal injuries to child**

In the event of a suspected head, neck or spinal injury to a child it is the policy of the pre-school, in addition to the normal first aid procedures, that the child's parent/guardian is contacted and informed of the injury, by means of a Head Injury Form.

In the case of an injury requiring immediate medical attention, the attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the child's wellbeing, the first aider is expected to contact NHS Direct for advice or phone for an ambulance as appropriate.

**Other Significant injuries**

Any other serious injury will be notified to the parent/guardian by the quickest means possible (normally by phone).

In addition to the procedures above, Little Acorns will notify of any other significant injury by way of:

- a telephone call
- a head injury form

**Escorting a child to hospital**

When it is necessary for a child to be taken to hospital, they will be accompanied by a member of staff, unless the child's parent or guardian is in attendance.

The member of staff will stay with the child until a parent or guardian arrives.

**Medical Procedures:**

The setting has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements will be made for children with particular conditions and these are detailed in parent consent forms and if necessary individual care plans. (See Administering Medicines Policy - no 15)

**Off-site Activities**

The setting has a policy and procedure for off-site activities which include the assessment of medical needs of all involved in the trip.

Signed.....

Agreed at a staff meeting May 2013

REVIEW DATE: MAY 2015  
REVIEWED: FEBRUARY 2015  
REVIEWED: FEBRUARY 2017  
REVIEW DATE: FEBRUARY 2018  
REVIEWED: MAY 2018  
REVIEW DATE: MAY 2020