

First Aid Policy

Accidents and emergency treatment

Person responsible for checking and stocking first aid box: *Joanne Scott*

Jellytots Playgroup provides care for children and promotes health by ensuring emergency and first aid treatment is given as required. There are also procedures for managing food allergies in our **Allergies and Food Intolerances Policy** and **Food, Drink and Safer Eating Policy**

- Obtain Parent's/carers' consent to their child receiving emergency medical treatment on registration.
- All staff hold a Full Paediatric First Aid Certificate (Children) on the premises or on an outing at any one time. Staff also hold certificates for 'Anaphylaxis and Managing Allergies' and an anaphylaxis kit is held in the school reception. Students and trainees that have PFA training may be included in ratios at the level below their level of study if we are satisfied that they are competent and responsible.
- First Aid certificates are renewed at least every three years. In line with the EYFS, all staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work to be counted in ratios.
- All members of staff know the location of First Aid boxes, the contents of which are in line with St John Ambulance recommendations as follows:
 - 20 individually wrapped sterile plasters (assorted sizes)
 - 2 sterile eye pads
 - 4 individually wrapped triangular bandages (preferably sterile)
 - 6 safety pins
 - 2 large, individually wrapped, sterile, un-medicated wound dressings
 - 6 medium, individually wrapped, sterile, un-medicated wound dressings
 - a pair of disposable gloves
 - adhesive tape
 - a plastic face shield (optional)
- No other item is stored in a First Aid box.

- Vinyl single-use gloves are also kept near to (not in) the box, and a Digital Thermometer is kept in the setting desk drawer.
- Cold compresses are kept in the setting fridge
- For minor injuries and accidents, First Aid treatment is given by a qualified first aider; the event is recorded in the setting's Accident Record book. Parents/carers may have a photocopy of the accident form on request.
- At the time of admission to the playgroup, parents give permission for emergency medical advice or treatment to be sought. Parents sign and date their written approval.

Our Accident/Incident Book:

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- Is reviewed at least half-termly to identify any potential or actual hazards
- In the event of minor injuries or accidents, parents/carers are normally informed when they collect their child, unless the child is unduly upset, or members of staff have any concerns about the injury, in which case they will contact the parent/carer for clarification of what they would like to do, i.e. collect the child or take them home and seek further advice from NHS 111.

Serious accidents or injuries

- An ambulance is called for children requiring emergency treatment.
- First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, 'Death of a child on site' procedure is implemented and the police are called immediately.
- The child's registration form is taken to the hospital with the child.
- Parents/carers are contacted and informed of what has happened and where their child is being taken to.
- If the parents/carers do not arrive at the setting before the ambulance sets off for the hospital, a member of staff accompanies the child and remains with them until the parent/carer arrives.
- The setting manager arranges for a taxi to take the child and carer to hospital for further checks for minor injuries, if deemed to be necessary.

Recording and reporting

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

These are – Anything requiring resuscitation – in hospital for more than 24 hours – broken bones, fractures or dislocation of major joints – loss of consciousness – severe breathing difficulties including asphyxia – conditions leading to hyperthermia or head induced illness – any temporary or permanent loss of sight.

We meet our legal 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 and Ofsted:

- any accident to a member of staff requiring treatment by a General Practitioner or in hospital for more than 24 hours; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Children taking prescribed medication must be well enough to attend the setting.

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. It is parent's responsibility to ensure that all medication is in date and replaced in the setting.

Parents give prior written permission and instructions for the administration of medication.

This is recorded accurately, and parents sign the record sheet to acknowledge the administration of a medicine/treatment.

No child may self-administer.

Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell a member of staff what they need.

However, this does not replace staff vigilance in knowing and responding when a child requires medication.

In an emergency, if your child, for example, has an extremely high temperature or needed pain relief, staff could administer medication on receiving verbal permission from main carers.

A record would be completed and signed by you on your child's collection from the setting.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant members of staff by a health professional and an individual care plan will be completed.

A risk assessment is carried out for each child with long term medical conditions that require on-going medication.

This is the responsibility of the Manager alongside the Key Person.

Other medical or social care personnel may need to be involved in the risk assessment.

Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.

The Risk Assessment includes arrangements for taking medicines on outings (see our Outings with Staff Policy) and the child's GP's advice is sought if necessary, where there are concerns.

A Health Care Plan for the child is drawn up with the parent, outlining the key person's role and what information must be shared with other staff members.

It will also include what measures are to be taken in an emergency.

The Health Plan will be reviewed every 6 months, or more often if necessary.

This includes reviewing medication (changes in medication, dosage or any side effects).

Parents will receive a copy of the Health Plan and each contributor, including the parent signs it.

Sickness

Our policy for the exclusion of ill or infectious children is in our Sick Child Policy. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill at playgroup.

Ofsted are notified of any infectious diseases which a qualified medical person considers notifiable.

Policy Adopted September 26 – R Cockbill Chairperson