



...With full Day Care and Family Services

KIRKSTEAD ROAD

PINXTON

NOTTINGHAMSHIRE

NG16 6NA

01773 863105

headteacher@pinxton.derbyshire.sch.uk

www.pinxtonnurseryschool.co.uk

Head Teacher & Director of Child Care -

Jayne Allton B.ED (HONS)

PINXTON NURSERY SCHOOL FIRST AID POLICY

This policy has been written in conjunction with Derbyshire County Council Health and Safety Guidance for First Aid

Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery

First Aid Provision

- To provide First Aid as necessary from trained adults
- To promote Health & Safety awareness in children and adults, in order to prevent First Aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs.
- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders

First Aid Boxes

Portable First Aid kits are taken on educational visits. All staff are responsible that the contents of the First Aid boxes and other supplies are maintained and to speak to Deena when resources need ordering and replacing.

All staff will be trained in Paediatric 2 day First Aid and staff will receive additional training for : - asthma, diabetes, epilepsy, use of epipen.

All staff will ensure they have read the school's First Aid Policy

First Aid boxes are located in the utility and changing room. There are 5 further boxes placed inside and outside the nursery.

First Aid boxes should contain:

- Guidance card giving general advice on First Aid

- 20 plasters – assorted sizes – individually wrapped and sterile
- 2 Sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium wound dressing – sterile
- 2 large wound dressing – sterile
- 2 extra-large wound dressing – sterile
- Disposable gloves and apron
- Moist cleaning wipes
- Eye irrigation

Prescribed Medications are kept:

Maintained – in the utility orange box – fridge with a clear label

Childcare – Changing room – Top shelf – fridge with a clear label.

Procedures in maintained Nursery and Childcare

In the event of an injury or medical emergency, the children will be dealt with as necessary by a first aider. Nursery staff are trained every 3 years and the SBO ensures through the single central record that training is recorded and updated when necessary.

Parents are contacted if there are any doubts over the health or welfare of a child. In which they will be signposted towards general medical advice should it be felt needed. Guidance from the Safeguarding and Child protection policy and other safeguarding documents must be adhered to where required. All accidents and treatments are recorded in the accident book and staff inform parents, verbally and or in written format. Childcare / Full day parents are asked to sign to say they have received this information.

In the event of a head injury / bump practitioners will seek advice on whether parents need to be contacted immediately depending on the severity of the injury/ bump.

Parents are asked to sign when booking their child in on admission forms to give permission for Pinxton Nursery School and Pinxton 0-5 Nursery School to seek medical advice immediately when situations / incidents occur and take to A&E if required immediately.

If the situation is life, threatening then an ambulance will be called on 999 at the earliest opportunity. The SBO will be notified immediately to wait for the ambulance outside whilst First Aid continues as recommended for the operator. (Holiday care / before/After Care – The senior member of staff will delegate the task to a member of staff at the time of the incident) The telephones in both maintained and childcare are cordless so that staff can give guidance from where the child is.

No Member of staff or volunteer helper should administer First Aid unless he or she has received proper training, except in the case of minor cuts and grazes but only if qualified staff are unavailable. (St. Johns Ambulance Guidelines)

However, staff should always record the incident in the accident book and speak to a senior member of staff to check the incident and First Aid applied.

For their own protection and the protection of the patient, staff who administer First Aid should follow the precautions. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering First Aid.

Disposable gloves should be worn. All serious accidents should be reported to the Head Teacher, Nursery Teacher, Childcare Manager or Senior Nursery Nurse who will call an ambulance if needed and the child's parents ASAP.(contact Numbers are located in the school office). The appropriate reporting of accidents and incidents must be adhered to and submitted to the appropriate authority or organisation if deemed necessary. In the event of a serious incident where an ambulance is called the Head Teacher or member of the senior leadership team will accompany the child to hospital. Parents are asked to go straight to the hospital

Procedures out of School

Staff will take either their own mobile phone or the school mobile on every trip out of school.

Staff clearly understand that use of mobile phones around children are for emergencies only and to keep in contact with school. The trip leader checks that the appropriate medicines are packed for children who need help. If the trip is on coach the trip leader must take a first aid kit.

- A. The head Teacher has responsibility for ensuring staff have adhered to the schools 'Educational visits procedure' (recommended by Evolve) when organising a trip or visit.
- B. A risk assessment will be needed to be carried out as part of an educational trip. Particular attention is to be paid to 'coach travel, walking in groups, hazardous activities, class visits and supervision'. The visit Leader is responsible for all staff signing to say they have read and understand the risk assessment.

Emergency Action

This is the administered as appropriate to each situation and as specified through the First aid training received.

If a defibrillator is being used, instructions will be given by the machine Pinxton Nursery Schools nearest defibrillator is located at: Pinxton Village Hall.

Incident Report

All incidents, injuries, head injuries, ailments and treatment are reported in the accident book. (There is one accident in book in childcare and maintained). Parents are informed of head injury by phone dependent on the severity as decided by a member of the Senior Leadership Team. Staff contact parents by phone if there are concerns about an injury. Staff should complete the accident book/form in the school office, if they sustaining injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines

Please refer to Medicines policy.

Body Spillage / HIV

No person must treat a pupil who is bleeding without protective gloves. Protective gloves are stored around the nursery. – Utility room, toilet area and changing room. This is vital to reducing the spread of infection. Gloves should be worn when in contact with blood or bodily fluids likely.

Following use, gloves must be disposed of in the correct bin. Absorbent granules should be dispensed over spillage and left to absorb for a few minutes then swept up in newspaper/bag. The affected area should be washed with warm water, detergent sprayed and left to dry. The caretaker will be informed that the area needs to be cleaned with appropriate screening products. Once spillages have been placed in the plastic bag they should be disposed of in the nappy bin in the changing room.

This policy is to be used in conjunction with administering medicines policy and the DCC First Aid Guidance.