

First Aid Policy

This policy is written with the understanding that prompt and appropriate First Aid can save lives and prevent minor injuries becoming major ones. It should be read in conjunction with the Children's Health and Wellbeing Policy, the Administration of Medicines Policy and the Health and Safety Policy.

FIRST AID COVER REQUIREMENTS

The legal requirements for providing First Aid in Schools are set out in Health and Safety (First Aid) Regulations and the Early Years Foundation Stage Statutory Framework. For a maintained Nursery School of our size they are as follows:

- 1 First Aider at Work (FAW)
- 2 Emergency First Aiders at Work (EFAW)
- 2 Paediatric First Aiders

Or

- 1 First Aider at work (FAW)
- 2 Emergency First Aiders at Work (FAW)

In addition, there is a statutory requirement for a Paediatric First Aider to be on the premises at all times when children under 5 are on site and present at any off-site visit. The number of First Aiders should be sufficient to ensure that provision will be maintained during both planned and unplanned absences such as leave and sickness.

With this in mind

- A **minimum** of three members of staff will be trained in First Aiders at Work (FAW), to ensure that there will always be one on the premises whenever occupied and to meet the needs of all employees
- A minimum of four members of staff trained as Paediatric First Aiders, to ensure that there are normally two on the premises during the core Nursery day (09.00-16.00), and also to provide cover for outside visits and emergencies. Between 08.00-09.00 and 16.00-18.00, when a greatly reduced number of children are on the premises, Paediatric First Aid coverage may be reduced to one

First Aid training will be delivered on a rolling programme with the intention that all members of staff will be trained to at least a Paediatric First Aider standard.

The Up to 3s' Nursery Co-ordinator will need to be aware of the requirements above when planning staffing for the beginning and end of the day (outside core session times), and during holiday periods.

RESPONSIBILITY OF THE HEADTEACHER

It is the responsibility of the Headteacher to:

- Ensure that the School is fully covered with the regulation number of First Aiders, to ensure that they have the correct training and that this is in date
- In the case of serious injuries, to ensure that the relevant Health and Safety reports are made to appropriate external authorities
- Ensure that Governors, staff and parents are aware of this policy

RESPONSIBILITIES OF THE LEAD FIRST AIDER AT WORK (Wendy Maber)

The Lead First Aider at Work will have responsibility for:

- Ensuring that the First Aid cabinet and portable kit are kept fully stocked (for both adult and child needs)
- Overseeing the completion and collation of all Accident/Injury Record Sheets (see Annex A) ensuring that these are kept for 3 years from the date of the last entry in the book
- Reporting more serious accidents on a HSW3 form through the West Sussex Grid for Learning website, printing off completed report forms and organising their storage until the child is 21 years of age. As a general rule these accidents will be those for which a visit to an Accident and Emergency department has been necessary or recommended
- Carrying out a termly audit of First Aid books and a formal audit in the Summer Term. This will identify any trends in accidents which can then be addressed in the risk assessments carried out the following Autumn Term. The Lead First Aider at Work will provide an informal report to governors at the Health and Safety Sub-committee in the Autumn and Spring terms, and a formal report in the Summer Term.

RESPONSIBILITIES OF THE FIRST AIDERS AT WORK (Wendy Maber in Nursery School and Charlotte Bedford in the Up to 3s' who are also Paediatric First Aiders, and others named on the Health and Safety Board)

It is the responsibility of the First Aiders at Work to:

- Provide First Aid in accordance with First Aid training received and the St John Ambulance First Aid Manual
- Deal with **all** serious injuries relating to adults and children, including head injuries, completing the appropriate Accident Report Form at Annex A and other necessary Health and Safety reports
- Ensure that an ambulance or other professional medical help is called when necessary

It is recommended that the local accident book used to record very minor injuries that do not meet the WSCC reporting criteria should be kept for 3 years from the date of the last entry in the book.

RESPONSIBILITIES OF PAEDIATRIC FIRST AIDERS

It is the responsibility of Paediatric First Aiders to:

- Provide First Aid in accordance with First Aid training received
- Deal with all injuries sustained by children, calling on the First Aiders at Work named above in the case of serious injury, and complete the appropriate Accident Report Form at Annex A and other necessary Health and Safety reports
- Notify parents in writing that their child has sustained a head injury using the form at Annex B, and placing a First Aid sticker on the child as a back-up measure

- When necessary, ensure that an ambulance or other professional medical help is called
- Provide First Aid cover on external trips as required, ensuring that the First Aid kit is taken on such outings

WSSC insurance covers any claims that may be made against First Aiders as long as:-

- **The treatment was given in good faith**
- **It was in the course of their work**
- **It was given to someone on WSSC premises, or to someone associated with WSSC.**

RESPONSIBILITY OF ALL SCHOOL STAFF

It is the responsibility of all school staff to:

- Use their best endeavours at all times, particularly in an emergency
- Give immediate help to casualties with common injuries or illnesses and those arising from particular hazards at school
- Call a First Aider at Work in the case of all head injuries, serious injuries and if they have any other concerns
- Complete the appropriate Accident Report Form at Annex A, notifying the Keyworker who will ensure that it is signed by parents or the collecting person
- Use a First Aid sticker (Over 3s') to indicate that the parent needs to sign the accident book
- Secure the welfare of children at all times

RESPONSIBILITY OF PARENTS

It is the responsibility of parents to:

- Notify staff of any accident that may have happened to a child prior to their arrival at Nursery
- Notify Nursery of any change in contact details

EMERGENCY PROCEDURES

The following guidelines should be followed when there is a need to contact the Emergency Services:

- Staff should follow the Emergency Services procedure at Annex C when making a call for an ambulance
- Children should only go to hospital in an ambulance and not in staff cars
- In the event of a child needing to go to hospital, the child's Keyworker will accompany them in the ambulance and stay with them until the parent or carer arrives. They should take with them the child's record card with contact details and any Health Care Plan

CRECHE AND GROUPS USING THE RAINBOW ROOM, GREEN ROOM, ETC.

Staff in charge of crèche children and other groups running within the School and Centre will:

- Complete an Accident Report Form (see Annex A) to record minor First Aid given to children whilst in their care
- Call a qualified First Aider at Work in the case of more serious injury or head bangs

- Report **all** accidents and First Aid given, to the parent / carer of the child on collection (or sooner if deemed necessary), getting them to sign appropriate documentation
- Notify parents in written form (using the form at Annex B) of any head injury sustained by their child

STAFF, STUDENTS, VOLUNTEERS, PARENTS AND MEMBERS OF THE PUBLIC

- In the event of an adult sustaining an injury a member of staff trained in First Aid at Work should be called for assistance
- In the case of a serious injury requiring emergency treatment, an ambulance will be called
- For more minor cases where casualties are mobile, means of transport home or the need for further medical advice will be discussed with the casualty
- All accidents must be recorded in the accident book on the form at Annex A

MEMBERS OF STAFF – EMERGENCY CONTACT INFORMATION

Up to date information regarding emergency contacts for staff are held on record to pass on to the emergency services. In addition, any medical history, including significant conditions, allergies or intolerances, which the member of staff has chosen to be passed on to the medical services, is held on confidential record and updated annually. However, it is the responsibility of the member of staff to see that any other relevant information is added to their record in the interim period

GROUPS TAKING PLACE IN THE NURSERY SCHOOL, CHILDREN AND FAMILY CENTRE DURING CORE HOURS (08.00 – 18.00 MON – FRI) AND AT OTHER TIMES

Groups organised by the School and Centre during the hours above will be covered by the setting's First Aid arrangements as detailed earlier in this policy.

Should a First Aider be required, the Group leader should contact reception via the internal telephone (42950) and request that a First Aider be sent to the appropriate room.

The First Aider will then complete an Accident Report Form (see Annex A) which the adult / parent / carer will be asked to sign in acknowledgement of the treatment given.

In addition to the above, the Children's Centre will provide First Aid cover for weekend groups which it organises such as Mums and Dads Aloud, Mini Giants football, Polish Club, etc.

Groups and organisations hiring rooms on the premises must organise their own First Aider and provide their own First Aid Kit (in accordance with the letting and hiring documentation and agreement). During weekday core hours (08.00 to 18.00) it may be that they can call on School and Centre First Aiders but they must check this first.

OFF SITE VISITS

A qualified Paediatric First Aider must accompany all off site trips unless of a very local nature e.g. to Tesco Express or Portfield School. The First Aider is responsible for taking a portable First Aid kit and any medication for specific children e.g. asthma inhalers, etc.

THE LOCATION OF FIRST AID KITS

First Aid kits are found in the following locations in the School and Centre:

- Nursery School – First Aid room
- Up to 3s Nursery – Kitchen
- Café kitchen

- Green room
- Check where others

Annexes to this policy:

Annex A First Aid form (Accident/injury record sheet)
Annex B Banged Head letter
Annex C Procedure for contacting the Emergency services
Annex D Completed First Aid risk assessment form

Date: Autumn 2015

Review date: Autumn 2018

Annex A First Aid form

Annex B



Date:

Dear Parent/Carer

We need to inform you that.....banged his/her head at Nursery today and was seen by a first aider. There have been no further consequences; however side effects to head injuries can arise within the hours that follow. If your child develops any of the symptoms listed below you should seek immediate advice from your GP, local A& E department or contact NHS Direct:

- Child seems disorientated or displays a notable change in personality or behaviour
- Impaired or loss of consciousness
- Intense headache
- Vomiting
- Noisy breathing becoming slow
- Unequal or dilated pupils
- Weakness or paralysis on one side of the body
- High temperature, flushed face
- Drowsiness
- A soft area or depression of the scalp
- Clear fluid or watery blood leaking from the ear and nose or blood in the white of the eye
- Distortion or lack of symmetry of the head or face

Growing Together

St James' Road, Chichester, West Sussex. PO19 7AB
Tel: (01243) 642950 Fax: (01243) 539685 email: office@chichester-nur.w-sussex.sch.uk
www.chichester-nur.w-sussex.sch.uk

West Sussex County Council

Sure Start



Annex C

In Case of Emergency

Please call **999**

State whether **Fire, Ambulance, or Police** needed

Address:-

Chichester Nursery School Children and Family Centre

St James' Road

Chichester

West Sussex

PO19 7AB

Give directions that the access road is alongside Tesco Express

Tel: 01243 642950

Mobile: 07548 231734