



East Prescott Road Nursery School

First Aid Policy

Approved: February 2024
Review: February 2025

East Prescot Road Nursery School makes every effort to ensure that all children are safeguarded and well cared for. The children are central to all decision-making and arrangements. The nursery school sees appropriate First Aid provision as vital in the daily process of caring for the children. The 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 use by adults only. The location of First Aid Boxes are:

- the main foyer
- staff room
- snack kitchen
- one in each classroom.

Ice packs are located in the refrigerator door in the snack kitchen.

The contents of the first aid boxes are checked regularly by the School Business Manager who oversees this responsibility. First aid boxes are restocked when required.

Defibrillator

The defibrillator is located in the man foyer outside the School Business Manager's office.

Administering First Aid

Any member of school 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 first aider
- Inform the Senior Leadership Team
- Call emergency services if required
- Call the parents if appropriate immediately after the incident
- Record the incident / accident
- Take any further action as required

Calling an ambulance

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 school's capability and the health of the child is compromised; if in any doubt, refer immediately to a member of the Senior 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 Book and inform a member of the Senior Leadership Team. Parents are always contacted if a child sustains 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 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 school at the end of the session. If first aid has been administered, a copy of the accident form will be handed to the parent.

Monitoring Accidents/ Incidents

Accident books are reviewed regularly by the Senior Leadership Team and action taken to minimise the likelihood of recurrence.

Records include: -

- the date, time and location of incident

- the name of the injured or ill child
- details of the injury/illness and what first aid treatment was given
- name and signature of the person dealing with the incident.

Qualified Staff

All school staff that work in classrooms with children have undertaken a pediatric first aid course every three years. When children are taken on an outing away from 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 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.

Dealing with blood

We may not be aware that any child attending 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 sterilizing fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

The 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 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.

East Prescot Road Nursery School will meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR.