

Davenport Lodge Nursery School



First Aid Policy

This policy is reviewed on an annual basis

Annual Policy reviewed by **Susan Nalus** **July 2020**

Next date of Annual Review: **July 2021**

Signed: *Susan Nalus*

Signed:

This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils, including when this involves being away from the school: for example, on an educational visit.



FIRST AID POLICY

Ethos

At Davenport Lodge Nursery School we aim to provide a supportive and structured environment in which children as they develop from babies are encouraged to recognise their individuality, efforts and achievements as happy and secure individuals in an emotionally and physically safe learning and social environments.

Aims

Davenport Lodge Nursery School aims to use timely and competent administration of First Aid in response to accidents and injury which have occurred to pupils, staff and visitors to the site. First Aid will also be applied when needed on off site visits. This policy applies to all the EYFS children within the school/nursery.

Recording

Recording of accidents should be made on the accident form. The report should say what happened and the first aid administered. The date, time and place should be recorded and if a call was made to parents. Accidents to staff, visitors and parent helpers should also be recorded here.

Accident forms must be signed.

Accident forms are photocopied and when the child is collected the parent is asked to sign both copies. One goes home with the parent and the other is kept in the office with Miss Pitt, the Health and Safety Officer for the reception or nursery's records.

Off Site Visits

Accidents occurring at off site venues should also be recorded at the site using the venue's accident report form where applicable. On returning to the Nursery School, any accidents must then be recorded on the Nursery School's own accident report form. First Aid provision at such venues should always be identified but First Aid travel kits are always taken on nursery trips. Further recording should take place using the Nursery School's own accident form.

Staff should refer children's injuries to the Headmistress or EYFS Coordinator for advice and for the recording of the accident where appropriate.

Reporting to Parents

Accidents are reported to parents through:

1. A courtesy call to the parent for head injuries.

2. A courtesy call to the parent must be given for a significant injury.
3. A duplicate of the accident report form which is handed personally to the parent/guardian when the child goes home.
4. Parent must sign both accident forms.
5. Personal contact with the parent when the child is collected.
(Where this has proved impossible the EYFS Coordinator, Assistant Nursery Coordinator or school office should be informed so that the parent may be telephoned at home or work).

Procedures

First Aid Kits are located:-

1. Office (ground floor) for staff use only
2. Nursery corridor - on Shelf outside of the kitchen
3. Kitchen
4. In all classrooms/nursery rooms

A list of the contents of all First Aid boxes is found in the office and on Administrator's notice board. The Business Manager should be informed if items are used so that they are replaced.

Disposable gloves should be worn where there is a cut. Only cold water should be used to clean cuts and abrasions except if there is no access to clean water then a wipe should be used. Where dirt or a foreign body presents any difficulty in removal, pressure should not be applied. The wound should not be further touched and a parent should be called to the school to take the patient to the doctor or to an Accident and Emergency Department. Swabs should be disposed of in the clinical waste bins in the staff toilet on the ground floor in the Lodge Building.

Local Hospital details in emergency are: 024 76 964000 for University Hospital Coventry or call 999.

Where a blow to the head is sustained parents should always be informed. In severe cases parents should be called to nursery to take the child to their GP or the hospital to seek medical advice.

Parental permission should be sought before applying dressings to children's injuries. Where persistent bleeding occurs if the use of the triangular bandage as a pressure pad is ineffective (see Red Cross training course) parents should be called to the school to take the child to their GP or to hospital to seek medical advice.

Where profuse bleeding occurs the emergency services should be called and parents notified after Red Cross First Aid procedures have been followed.

The location of the First Aid stations at all of site venues must be identified. The location of the First Aid box on a coach or minibus should also be found. Staff should always wear First Aid body belts on all of site visits.

Where parents cannot be contacted and it is necessary for the school to take a pupil to an Accident and Emergency department a taxi should be called rather than using a private car.

Anaphylactic shock

Staff training has been carried out and use of the EpiPen is regularly practiced by the staff. Key members of staff have received training in the use of the EpiPen. Additionally, the new paediatric First Aid courses now include EpiPen training. If a child goes into anaphylactic shock the EpiPen is used immediately. Parents are contacted and the emergency services.

It is not the Nursery School's policy to administer two doses of the EpiPen. Such a decision would be taken by the emergency services when they arrive at the school.

Registered providers must notify Ofsted of any serious accidents, illness or injury to, or death of, any child whilst in our care, and of the action taken. Notification will be made as soon as reasonably practical, but within 14 days of the incident occurring.

For procedures during the Covid-19 pandemic, please see the Staff Guidance and Risk Assessments specifically pertaining to the Coronavirus.

Appointed First Aiders:

Mrs S Nalus

Miss Emma Walker

Where staff members need advice they should consult the above. **At least one qualified trained first aider should be on the site at any time**

The majority of staff are paediatric First Aid trained and an annual rolling programme of training for First Aid is in place. It is aimed to regularly achieve paediatric First Aid training for as many staff as possible and in particular **for all EYFS staff. There is a paediatric trained first aider on the school site at all times and the welfare requirements of the EYFS framework mean that a qualified paediatric first aider should accompany all EYFS off site visits. First Aid training will be updated at least every three years.**

Staff should also consider the hazard to themselves before taking a decision to apply first aid in an emergency.

Hazards

Monitoring regular reviews of the accident forms are carried out to discern trends. Risk assessments are carried out by the Headmistress and the EYFS Coordinator. These are reviewed every 6 months. Children are encouraged through the curriculum to assess potential hazard in their school activities. **All staff must risk assess hazards in all activities associated with their daily plans for example sand play and so on.**

Accident Report Forms

The report should be filled out in duplicate. The record should include the date, time, place and nature of the accident, the name and signature of the first aider, detailed information of the injury and what first aid was administered, the name of the child and what happened to the child immediately afterwards, e.g. a return to class or collection by a parent and going home, signature of any witnesses to the event and parent's signature. The first aider should also fill in the accident site image to indicate where on the child's body the injury occurred. Accident report forms should be kept for three years.

The forms should be filed away in the accident report folder, which is kept with Miss Karen Pitt the Health and Safety Officer. All accidents should be logged in children's individual file found in the office.

Offsite Visits

First Aid provision must be available when a class is away from the Nursery School premises whilst on visits. Staff must take first aid body belts with them. The location of the first aid kits on coaches should be noted as well as the location of First Aid kits of site venues.

A Paediatric first aider must accompany all offsite visits as well as being on the Nursery School site whilst the children are in attendance.

If there is an accident offsite, the venue's accident form must be completed and a copy return to school.

Reporting of Incidents

Reporting of accidents to children in the nursery school will comply with the RIDDOR guidelines.

See the attached HSE information sheet.

Dealing with bodily fluids/Spillages

Procedure:

When dealing with bodily fluids/spillages such as sputum, vomit, faeces, urine or blood, a pair of gloves, and in cases of large spillages an apron, must be worn.

Cover the spillage completely with absorbant paper, or use a mop if spillage is extensive, ensuring the area is wiped up.

Use a suitable disinfectant (if necessary, diluted with water) and clean the area of the spillage.

Any cloths or mop heads used need to be disposed of in the yellow clinical bins.

Faeces may be scraped up and flushed down the toilet.

This policy should be read in conjunction with the nursery school's Health and Safety Policy and Staff Medication Guidelines Policy.

Paediatric 1st Aid trained Staff:

Appendix 1

Mrs Susan Nalus - Headmistress
Miss Emma Walker - EYFS Co-ordinator
Mrs Claire Martin - Deputy EYFS Co-ordinator
Miss Emma Bennett - Administrator
Mrs Lakky Hayer - Kindergarten Teacher
Miss Danielle Shaw - Kindergarten Teacher
Miss Loulla Kourri - Kindergarten Room Leader
Miss Rebecca Roberts - Nursery Room Leader
Mrs Gemma Allen - Nursery Nurse
Miss Kyrie Ross- Madden - Nursery Room Leader
Miss Hannah Roberts - SENDCO and Nursery Nurse
Miss Jennie MacLean - Nursery Nurse
Miss Harvinde Rai - Nursery Nurse
Mrs Kulwinder Basra - Nursery Nurse
Mrs Sana Al-Ani - Nursery Nurse
Miss Laura Bartley - Catering manager
Miss Harvinder Rai -Nursery Nurse
Miss Chloe Richardson - Nursery Nurse
Miss Adelisa Kazic - Nursery Nurse
Miss Kayleigh Wood - Nursery Nurse
Miss Sue Rai - Nursery Nurse
Miss Alice Davies - Nursery Nurse
Miss Sabah Deriye -Nursery Nurse
Miss Daniella Arena-Allison - Nursery Nurse
Mrs Iswarya Karanam - Nursery Nurse
Miss Sarah Read - Nursery Nurse
Miss Katie Hanson - Nursery Nurse
Miss Lilly Astill - Nursery Nurse
Miss Caitlin Farrell - Nursery Nurse Trainee