

First Aid Policy

Designated Senior Person for First Aid: Miss Malin Garner

Telephone: (020) 7727-8300

Email: contact@rolfesnurseryschool.co.uk

Deputy Designated Senior Person for First Aid: Miss Annette Elstob

Telephone: (020) 7727-8300

Email: contact@rolfesnurseryschool.co.uk

This policy is reviewed on an annual basis

Annual Policy reviewed by: Miss Malin Garner: **July 2021**

Next date of Annual Review: **July 2022**

Signed:



Signed:



Rolfe's Nursery School has appropriate facilities to administer first aid

Staff hold paediatric, first aid qualifications and are listed in the First-Aid file. All teaching staff are fully qualified First Aiders. The fully qualified paediatric first aiders are available to administer first aid, to deal with any accidents or emergencies or to help if someone is taken ill during a session.

First aid boxes are located in the following places:

- in the adult bathroom
- outside in the garden
- in each classroom
- in the front office

The contents of each first aid box are checked and replenished weekly.

Staff:

All staff are given information on where to go for help in the event of an accident as part of their induction into the school. All staff are aware of the current Health and Safety Policies and Procedures in place at Rolfe's Nursery School.

Record Keeping and Reporting:

We keep records of all accidents and injuries, and these are audited and evaluated each term. We issue a 'Head Bump' letter to parents, for severe head injuries that we feel need to be monitored post session.

We will always contact parents or nominated carers if a child suffers an injury, becomes unwell, or if we have any worries or concerns about their child's health. We always telephone a parent if their child has a head bump or significant mark to the body (usually made by an accidental scratch or bite by another child) and the child's lead practitioner and the Headteacher are immediately informed.

The nursery school acknowledges its responsibility to have reference to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and to which Health and Safety Executive it will report to **(Telephone 0845 300 99 23)**.

Administration of Medicine during School Hours

From time to time, parents request that the school should dispense medicines, which need to be administered at regular intervals to children. These fall into two categories:

- Children who require emergency medication on a long-term basis because of the chronic nature of their illness (e.g. asthma and epilepsy). If it is unavoidable that child has to take medicine in school for treatment for a long-term illness to be effective, then a medical form must then be filled out, including the parents' signature. These can be found in the school office, completed forms are stored in a folder in office. This also applies to children who require medicine to treat allergies such as Piriton or an epi-pen.
- Children who are suffering from casual ailments (e.g. coughs and colds). The school does not administer medicines for casual ailments. We have a policy for exclusion from school if a child is suffering from casual ailments.

For the school to agree to assist in long-term medication:

- Parents must write to the school, giving authorisation for medicines/ treatment to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration
- The medicines must be brought into school in a properly labelled container which states a) the name of the medicine b) the dosage c) the time of administration. All medicine must be specifically prescribed for the individual child.
- Medicines will be kept in a secure place by staff in accordance with safety requirements. (Currently on a high shelf in the alcove in the hallway)

Where long-term needs for medication exist, the school will require specific guidance/training on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. This includes administering injections such as epi-pens.

If a child requires an inhaler for asthma, we ask the parent to come into the setting and train teachers in the specific use of the inhaler.

If the emergency is likely to be of a serious nature, emergency contact numbers must be provided, where an adult is available at all times.

All staff are trained to exercise professional judgement in the event of a serious accident or injury and will be guided to call **999** immediately.