**First Aid Policy**

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At least one member of staff with first aid training is on the premises or accompanying an outing at any one time. This will be a paediatric, Ofsted approved first aid qualification. In addition, there will be one member of staff with a current First aid in the workplace qualification.

First aid should be administered for minor accidents to children. For more serious accidents, parents/carers will be contacted, medical advice or treatment sought.

At the time of admission, parents are required to sign a consent form allowing staff to take their child to the nearest accident and emergency unit to be examined, treated or admitted as necessary, on the understanding that parents have been informed and are on their way to the hospital.

**Sharps injuries (syringes) and bites:**

If skin is broken staff must make the wound bleed and wash thoroughly using soap and water.

For sharps injury staff should contact the appropriate GP, or go to accident and emergency immediately.

For bites, please refer to the biting policy.

**First Aiders must not give medication for accidents.**

All accidents no matter how small must be recorded on the appropriate accident/incident sheet in the child’s file and passed to the manager to sign. The parent/carer should be informed either:

* Immediately in cases of serious accident (unless otherwise requested).
* Or on parents/carers arrival if less urgent cases.

Management will advise staff regarding decisions to contact parents/carers.

In all cases staff must ask parent/carers to sign the form on the same day, or as soon as possible thereafter if it is not appropriate to do so on the day (e.g. in the case of an emergency).

A brief note must be left in the communication book in each room, which all staff should read, to ensure that parent/carers are informed of their child’s accident/incident and sign the form at the end of the day.

A well-stocked First Aid Kit is available in each of the rooms, which are only accessed by adults. Adults should make themselves aware of the whereabouts of the first aid kit.

The first aider will treat cuts, scratches, bumps and minor bites with cold water/ice in order to clean the area and alleviate bruising.

The child will be reassured and comforted.

Written signage must be in prominent position with the name of first aiders and location of the first aid kit.

Parents change of addresses or contact telephone numbers must be kept up to date.

Parents/Carers are asked to inform management /staff of any illness/accident their child has suffered whilst at home e.g. if a child has had a convulsion whilst at home either in the evening or at a weekend. Staff will then know what they are dealing with if it happens during the day at the nursery.

Parents/carers are asked to keep management and staff informed of any medication their child might be taking or any medical condition their child may have.

# First Aid Kits-

* Comply with health and safety regulations 1981.
* Are regularly checked and re-stocked as necessary.
* Are easily accessible to adults.
* Are kept out of reach of children.

## First Aid to Adults

The trained first aider on duty will be called to deal with accidents to any adult in the nursery.

For minor incidents such as a fall or a cut, the first aider will give advice and where possible encourage the adults to clean and bathe the area themselves.

In more serious situations the first aider will make a decision to call an ambulance or recommend further medical treatment. If the adult is conscious the final decision will be made by themselves.

It is advisable for all staff members to keep their personal records up to date with next of kin contacts.

It is also recommended that any relevant medical conditions are written on the card i.e. if daily medication is taken or there are serious allergies i.e. penicillin etc.

Following advice or treatment by the first aider, a manager will ensure that the relevant details are entered in the accident book.

If you have any concerns regarding this policy please discuss them with the manager.