

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

Glebe House School Early Years Team must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.

Promoting health and hygiene

1.21 First aid

Policy statement

At Glebe House School staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current paediatric first aid (PFA) training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children. We aim to ensure that first aid training is local authority approved and is relevant to staff caring for young children and that all staff are PFA trained as soon as possible when they join working for Glebe Trust. All newly qualified staff will gain the qualification within 3 months of starting work with us and all staff must renew their qualifications every 3 years to be included in the staff:child ratios.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
----------------	------------------------	-----------------------	--------------------------

Procedures

The First Aid Kit

Our first aid kits comply with the Health and Safety (First Aid) Regulations 1981 and contains the following items only:

- Triangular bandages (individually wrapped sterile) - x 6.
- Sterile unmedicated individually wrapped wound dressings:
 - a) Medium (10x8cm) - x 6.
 - b) Large (13x9cm) – x 3.
 - c) Extra Large (28x17.5cm) – x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters.
- Sterile eye pads (with bandage or attachment) x 2.
- Container or 6 safety pins 1.
- Guidance card as recommended by HSE 1.
- Resuscitation face shield

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
 - 1 plastic disposable apron.
 - a children's thermometer.
 - Sterile water containers
 - Roll of non allergic micropore tape
 - Individually wrapped sterile wipes(non alcohol)
 - Sterile non adhesive dressing pads
-
- A main first aid box is easily accessible to adults and is kept out of the reach of children in each year group room, and additional top up supplies are kept in the main nursery kitchen, nursery or main school office. There are also portable kits which should be always taken on trips and include individual children's medication such as epi pens, inhalers etc.
 - No un-prescribed medication is given to children, parents or staff.
 - At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
 - Parents sign a consent form at registration 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.

Emergency procedure

All paediatric first Aid trained staff have a responsibility to administer first aid as and when necessary, and they have a duty to always respect the following points:

- Parents are asked to sign consent forms on registration, to give permission for emergency medical advise or treatment to be given
- This information is regularly monitored by staff at meetings, and all staff should be aware of and respect those parents who may not wish emergency aid to be given to their child; however, the nursery **will** always call for an ambulance if necessary and inform the medical professional of parent's written wishes.
- Staff should follow the following procedure in case of an emergency situation:
- One member of staff will immediately nominate themselves to be the first aider, and follow first aid training procedures
- Depending on the severity of the incident they may ask for help either with the patient, and or ask another member of staff to call the emergency services(this would usually be the supernumerary member of staff)
- Either of the following two procedures may then take place
 - a. The first aider's will hopefully be able to care for the patient adequately within the setting and make them comfortable for the rest of the day, or

- b. It may be necessary to call emergency services, if so the first aider will continue with their first aid while the supernumerary member of staff calls emergency services. Whilst waiting for the emergency services, the supernumerary member of staff will try and contact firstly the parents/carers/partner, and secondly if the parents/carers are unavailable, they will contact the nominated emergency contact persons on the child's nursery registration forms.
- If the child/adult is comfortable and stable and able to remain at nursery, then the necessary accident books should be completed and should be signed when parents/carers arrive at pick up time. In the case of an adult, it would be signed by the adult in question. If, however the child/adult has to be taken to hospital then the next point would come into action.
 - The first aider should give feed back to the emergency services, on the action which has been taken so far. Then if the parent/carer has not arrived at nursery a familiar member of staff should accompany the child/adult to the hospital, taking any relevant medical notes or contact numbers of parents/carers
 - The first aider at nursery/reception class should complete the accident/incident book and ask parents/carers/adult to sign the book at an appropriate time.
 - The supernumerary member of staff would then arrange appropriate cover for the children left in nursery, and then with the headmaster/bursar's permission leave the premises to pick up staff from the hospital. They would also continue to liaise with the parents/carers until it was necessary
 - It would be the reception teacher/head of nursery/manager in charge's responsibility to report on the day's occurrences to the Headmaster or Bursar. It may be necessary depending on the incident to report any relevant information to the necessary authorities, such as Ofsted and Riddor if the adult or child needed treatment from a doctor due to any serious accidents, illnesses or injury to, or death of, any child (Please see link to Ofsted for further information [Childcare: reporting children's accidents and injuries - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/childcare-reporting-childrens-accidents-and-injuries)) and Riddor for information about what needs reporting <https://www.hse.gov.uk/riddor/> and how to report it <https://notifications.hse.gov.uk/riddorforms/Injury.aspx>
 - An investigation may then be necessary and risk assessments may need to be completed to prevent a similar accident happening again.
 - All accidents/incidents should go in the accident/incident book however small the accident/incident may appear, and the incident should be reported to the child's parents
 - Termly the accident books will be reviewed to establish if there is a pattern of accidents occurring which may need addressing through completing risk assessment to prevent the accidents happening again, these findings are recorded and stored in the nursery risk assessment folder
 - Accident books are archived and stored in main school for a minimum of 21 to 25 years

Legal framework

- Health and Safety (First Aid) Regulations (1981) [Legislation - First aid at work \(hse.gov.uk\)](https://www.hse.gov.uk/legislation/firstaid.htm)

Further guidance

- First Aid at Work: Your questions answered (HSE 1997) publication 2014
- Basic Advice on First Aid at Work (HSE 2017)
- Guidance on First Aid for Schools: A Good Practice Guide (DfEE)
- Handbook given out in latest training to ensure up to date with current procedures

This policy was adopted at a meeting of	<u>Glebe House Trust Nurseries</u>	name of setting
Held on	<u>January 2024</u>	(date)
Date to be reviewed	<u>January 2025</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Susie Pull</u>	
Role of signatory (e.g. chair/owner)	<u>Area Manager Glebe Trust Nurseries</u>	

Other useful Pre-school Learning Alliance publications

Medication Record (2006) [retention periods for records aug 13.pdf \(eyalliance.org.uk\)](https://www.evalliance.org.uk/retention-periods-for-records-aug-13.pdf)

NDNA - Current guidance in brief, business records need to be retained for **7 years**, accident reports until the child is 21 years and 3 months, safeguarding records and causes for concern until the child is 25 years old.

<https://ndna.org.uk/product/record-retention/>