



Batford Nursery School & Day Care

BATFORD DAY CARE LTD FIRST AID POLICY

Version	1.0
Based on Model Policy	Not applicable
Review body:	Day Care Manager
Date issued:	June 2019
Review frequency:	Annual
Target audience:	All stakeholders

Version	Date	Notes
V1.0	May 2019	New policy format

Batford Nursery School and Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Nursery School and Day Care, Holcroft Road, Harpenden AL5 5BQ

**Section 3 Statutory Framework for the EYFS –
3.25 The Safeguarding and Welfare Requirements**

'At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when the children are present and must accompany the children on outings.'

1. Policy Statement

We aim to provide an environment within which children can explore and develop new skills safely. On occasion, children may require first aid. We ensure that all staff have paediatric first aid training in order to respond to any accidents appropriately.

2. Procedure for reporting serious accident or injuries

- If required, the senior staff member will call an ambulance. The parents of the child, Day Care Manager and Headteacher will be informed immediately.
- **Transport to hospital:** Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.
- No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.
- Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of children with the parents/carers.
- The Headteacher (nominated individual) , or in her absence, the Day Care Manager will notify Ofsted of any serious accident or injury or death of any child whilst attending the Centre

3. Administering first aid

- Staff will attend paediatric first aid training every three years
- Rosemary Quint (Day Care Manager) holds the Emergency First Aid at Work certificate for adults on site
- All staff are made aware of first aid arrangements and such information is included in the induction process for new staff
- First aid kits clearly marked with a white cross on a green background are located in each of the nursery rooms and school kitchen
- The named Health and Safety Officer will ensure that first aid kits are checked and replenished half termly. All items that need replacing will be noted and ordered immediately. Information will be recorded on the first aid box checklist
- Staff will ensure that they wear vinyl gloves when administering first aid. Any spilt bodily fluids will be double bagged and disposed of in the yellow bin at the rear of the building

Examples of emergencies which require immediate paramedic assistance include:

- Severe allergic reactions
- Asthma attacks
- Epileptic fits
- Difficulty in breathing

- Fainting
- Hypoglycaemia in diabetics
- Bleeding
- Breaks or sprains
- Concussion

4. Record Keeping

- All accidents will be recorded in the pink accident books. A carbon copy will be given to the parent/carer and the original version will be kept on site
- In compliance with HSE requirements, a RIDDOR form will be completed in respect of serious accidents or near misses. As we occupy school premises, this report will be made to Hertfordshire County Council via SOLERO if the child attends hospital due to an accident occurring on site
- All archived accident records will be kept in compliance with GDPR in the locked container for a minimum of 25 years. After this time has lapsed, the documents will be securely shredded.