

Telephone: (01274) 574539  
Email: [office@canterbury.ngfl.ac.uk](mailto:office@canterbury.ngfl.ac.uk)  
Website: [www.canterburycc.co.uk](http://www.canterburycc.co.uk)



Canterbury Nursery School  
and Centre for Children and Families

Basil Street,  
Bradford, BD5 9HL

Executive Head Teacher: Duncan Jacques  
Head of School: Jackie Bracewell

# Policy

## First Aid

Statutory or Non Statutory	Statutory
Frequency of Review	Every two years
Last Review	December 2018
Next Review	December 2020
Website	Yes

## **Canterbury Vision**

At Canterbury, children and their families are at the heart of an encouraging and challenging environment, where everyone recognises and celebrates differences, actively communicates the importance of learning and believes everyone can achieve.

## **Aim**

The Centre aims to promote the highest standards of care and attention for all those attending the Centre.

The named First Aiders are identified at the entry point of each room.

Whenever a child is hurt action should be taken:

- Look after the hurt child.
- Alert a first aider if necessary
- If a serious incident, inform the Head of School immediately, who will contact 999 as necessary.

**DO NOT MOVE OR ALLOW TO MOVE A CHILD WITH A POSSIBLE HEAD INJURY OR SUSPECTED BROKEN LIMB**

## **Guidelines on Accidents / Medicines / Household Remedies / First Aid**

### **Qualified First Aider Requirements**

The duty of the qualified First Aider is to administer immediate emergency aid in an accident or medical situation, acting within the scope of the training given within the First Aid at Work course, the First Aid at Work renewal course and Paediatric First Aid. The First Aider provides the approved method of treatment until other skilled aid is available (if required).

It is the responsibility of the Named First Aid for each team to check first aid boxes regularly and replenish any used items.

First Aid forms to be audited termly by First Aid co-ordinator and a follow up meeting with First Aiders to address any emergency issues/patterns.

### **Children's Accidents**

Please note the following guidelines must be followed

- Parents to sign to confirm existing injuries (i.e. sustained out of nursery) about an accident at home, and also when informed about an accident at Nursery.
- Accidents at home are passed to DSL and filed in safeguarding.
- Children with HIV or Hepatitis may not be known to staff. Staff to wear gloves when dealing with bodily fluids.
- Deal with the wound first and seek advice from a First Aider if necessary. Disposable gloves and apron must be worn.
- Any spills of bodily fluids must be cleaned and cleared away appropriately in the Cannon Hygiene bin.

- Staff may need to keep closer observation of those children whose developmental stage means they mouth objects. Any mouthed objects need to be taken out at circulation and appropriately at the first opportunity and cleaned following normal procedures.
- Any accident by a child requiring the attention of a First Aider or other member of staff should be recorded on an accident form which should also be completed by the adult who witnessed the incident or the First Aider, and a copy of the form given to the parents/carers. Students should not fill in accident forms.  
A member of staff will complete to say student was present when accident occurred and the student then signs as a witness to the accident.
- Any accident by an adult and requiring the attention of a Named First Aider should be recorded on an Accident Record Form and handed into the Head of School (in order to comply with data protection) Named First Aider for each team is responsible for checking this file. The room leader or SLT must be termly informed to ensure children on Child Protection plans are dealt with appropriately.
- When a child suffers an injury the room leader must be informed to ensure children on Child Protection plans are dealt with appropriately.
- If a First Aider advises that a child needs to be taken home, staff will inform Head of School of the details.
- If the child needs to be taken to the casualty department this should preferably be done with or by the parent/carer. If the parent/carer is not available the Manager/s will decide who will attend the hospital with the child. The child's Nursery Admission/Consent Form must be taken to the hospital.
- If an ambulance needs to be called and/ or a child has to be taken to hospital then the Head of School or Executive Head should inform Ofsted.
- The First Aider should stay with the child until the ambulance arrives and the member of staff that witnessed the accident.
- Room leader should get the child's nursery admission form and pass onto the First Aider so information about the child's health needs can be discussed.

### **Head Bump**

- All bumps to the head are to be seen by a First Aider and recorded on the Accident Form. Staff should ensure that parents are fully aware of a bump to the head and of the need to monitor the child at home and be given head bump letter.

## **Asthma**

Staff should check individual child's records for written instructions from parents regarding the treatment of children in their class.

Information regarding a child's access to his/her inhaler should also be kept with the child's individual records.

A central list of children suffering from asthma is compiled annually.

## **Employees, Parents/Carers, Visitors Accidents**

- If an employee, parent/carer or visitor is injured at the Centre a member of the Senior Management Team should be informed as soon as possible. It must be recorded in the Accident Book by the person injured or by someone acting on their behalf.
- In the case of any accident or injury to an employee, parent/carer or visitor requiring more than simple first aid a Reportable Injury Report Form issued by the Bradford Metropolitan District Council needs to be completed, and if the adult is absent for more than an hour or seeks hospital treatment a copy sent to Occupational Safety Unit.

## **Prescribed Medication**

- Children on a prescribed course of medication should not attend nursery for the first 48 hours of treatment. After this a decision will be made by the co-ordinator in discussion with the parent. However, we recognise that some children with chronic illnesses who need regular long-term medication may attend the Centre.
- All medicines should be administered only with the consent of a child's parent/carer. The Centre Drug Therapy Record Sheet must be completed and filled in when medication is administered.
- Named First Aiders or SLT can administer drugs or medication.
- When dispensing prescribed medication another member of staff must witness you doing so and add their signature to yours on the Drug Therapy Record Sheet.
- Depending on the child's legal status e.g. children in the Looked After System, use of the Nursery Admission/Consent Form may not always be appropriate. It is important in cases like these that we establish accurate information with the child's Social Worker on any allergies or medical conditions the child may have.

### **Household Remedies**

- The only household remedies which can be used in the Centre are: - sunblock cream, barrier cream, plasters.
- All household remedies should be administered only with the consent of a child's parent/carer and this should be recorded on the child's Nursery Admission/Consent Form on entry into nursery.
- It is not necessary to record the dispensing of household remedies on the Drug Therapy Record Sheet.

### **Storage**

- All medicines and household remedies must be stored in a suitable secure place, out of the reach of children / fridge if necessary.

### **Controlled Drugs – (As defined under the “Misuse of Drugs Act”)**

- Controlled drugs will be very rarely encountered in the Centre but may in exceptional circumstances be required to be given to children with special needs. Written consent must be given by parents/carers. Whenever possible parents/carers should be asked to adjust the administration routine to accommodate nursery sessions.
- The administration of all dosages must be recorded using the Centres, Drug Therapy Record Sheet and signed by two members of staff after the drug has been taken in their presence.
- Two members of staff must check the drugs prior to dispensing to ensure it is the correct drug and amount requiring administration.

### **Disposal of unwanted medication**

- Any expired or unwanted medication should be disposed of safely by contacting the local pharmacy for collection and disposal.