



## **First Aid Policy**

### **INTRODUCTION**

Little Dreams Nursery makes every effort to ensure that all children are safeguarded and well cared for. The children are the centre of our focus in all decision-making and arrangements. The nursery sees adequate First Aid provision as vital in the daily process of caring for the children.

The Nursery keeps records of illnesses, accidents, and injuries, together with an account of any first aid treatment, non-prescription medication or treatment given to a child.

All policies are listed on our website: [www.littledreamsnursery.com](http://www.littledreamsnursery.com)

New staff are given information on all the nursery policies as part of their induction.

### **Implementation: Practical Arrangements**

The first aid boxes are in nappy changing area downstairs and in the bathroom of the 2-5's unit. The contents of the first aid boxes are checked regularly by management. First aid boxes will be restocked immediately when required.

### **Practical Arrangements at the point of need**

Any member of nursery staff can administer first aid to a child in line with the following procedures:

- Administer first aid as appropriate
- Call for help if appropriate
- Call emergency services if required
- Ensure everyone is safe and the injured party cared for and accompanied
- Call the parents if appropriate Immediately after the incident
- Record the incident / accident
- Ensure that everyone relevant knows
- Take any further action as required

If an ambulance is required for emergency treatment, a senior member of staff will accompany the child to hospital. The parents will be notified immediately. A copy of the child's registration form will be taken detailing consent and any known allergies.

Staff members should call emergency services as soon as it becomes clear the injury is beyond the nursery's capability and the health of the child is compromised; if in any doubt, refer immediately to a member of the Senior staff.

### **Recording accidents and informing parents**

Members of Staff who deal with an accident or injury must record the incident in the Accident / Incident forms and inform management.

Parents are always contacted if a child suffers anything more than a trivial injury or suffers a head injury or if s/he becomes unwell, or if we have any worries or concerns about his/her health. Parents are encouraged to contact the nursery if they have any concern relating to their child's health.

### **Non-Serious Injuries**

Parents will be informed of the accident when the child is collected from nursery at the end of the session. The records are reviewed regularly by Management and action taken to minimise the likelihood of recurrence.

Records include: -

- the date, time, and place of incident
- the name of the injured or ill child
- details of the injury/illness and what first was given
- what happened to the person immediately afterwards (e.g., went home, resumed normal duties, went back to playroom, went to hospital)
- name and signature of the person dealing with the incident along with a witness.

### **Qualified Staff**

All staff receive First Aid training at least every year / 3 years for appointed persons.

Nursery staff who are currently trained are:

- Nicola - appointed persons
- Kelly - appointed persons
- Emily - appointed persons
- Melody - appointed persons
- Charley - **First Aid for children**
- Paige - appointed persons
- Michelle Hut - appointed persons
- Kirti - appointed persons
- Caitlin - appointed persons
- Aleksandra - appointed persons
- Jovita - appointed persons
- Yvonne - appointed persons

### **Protocol for Administration of Medicines at nursery**

Refer to Administration of Medicine Policy

### **Arrangements for children with medical needs**

Prior to joining the nursery, all medical details are required so that the nursery can provide the level of care expected. Where appropriate, parents and Management, along with any relevant members of staff, will meet prior to a child joining the Nursery to ensure such provision is in place.

Special arrangements, such as, training is made when necessary to ensure medical needs are met.