

FIRST AID AND MEDICAL NEEDS POLICY – PRE-PREP AND NURSERY

A Unique Child 1:3 Keeping Safe
(supports EYFS 1:4 Health and Well being)

Responsibility and First-aiders All staff are responsible for implementing the First Aid policy throughout the school.

Staff who are qualified first aiders (1 day training) Jan Williams, Jill Fear, Charlotte Baker, Sam Horner, Gill Harrison, Di Thompson
EYFS Paediatric First Aiders (2 days) are Mrs. Vanessa Monks, Miss Christina Hardwick, Mrs. Sharon Wyatt, Sarah Silverwood, Teri Underwood, Lizzie Hayes, Anne Higgins, Rachel Hoyle, Dawn Coram, Clare Hood and Kirsty Goss, Nicola Painter
Queen's College Nurses in the Senior School are also at hand to administer First Aid.

All staff are covered by the school's insurance policy and are expected to use their first aid knowledge in an emergency to secure the welfare of pupils.

□□ Mrs Annie Higgins is the Appointed Person for maintaining and ordering first aid supplies and equipment.

All qualified first aiders must update their training every 3 years.

Paediatric First Aid

Under Early Years Foundation Stage requirements at least one person on the premises and at least one person on outings must have a Paediatric first aid certificate.

Equipment and supplies

First Aid stock and emergency equipment is kept in the First Aid cupboard in the Staffroom and all rooms have their own first aid box. The First Aid bag for outdoor or off site use is also kept in the Staffroom.

Further first aid boxes are kept in each room of the Pre-Prep and Nursery. Staff are responsible for restocking first aid boxes from the main supply and are to request new stock when they see it is running low from Mrs Higgins who will order stock.

Medicines

We are prepared to administer certain medicines provided the parent gives details and signs a permission form – see first aid folder. These forms are kept in the back of the Accidents file in the Staffroom First Aid draw. In nursery they are kept in the First Aid folder in the Register draw. Medicines are kept in a locked first aid cupboard in RW, nursery fridge or in staff room fridge. If a child requires pain relief medicine the school nurse is contacted and parental permission is sought.

First aid boxes – A list of the required contents can be found inside each first aid box.

Arrangements for treating First Aid

First aid will normally be dealt with by the qualified first aiders.

Hands must be washed before and after dealing with any cuts or grazes. Use disposable gloves if the wound is bleeding.

Use water only to clean cuts or grazes. No lotions or creams should be used.

If necessary, cover the cut with a plaster or other dressing.

Enter the child's name, injury and treatment in the first aid folder (this must be done for all but the very minor scratches and bumps). Please add your name and the date.

If a child needs to have their temperature taken, record it in the first aid folder and inform parents.

Any child that shows signs of any infectious illness will either be isolated from the other children within the nursery, pre-prep or taken over to the junior sick bay, while they wait to be collected.

Any staff accidents are added on to the main first aid folder

Accident records are kept in either the Nursery or Pre-Prep staffroom

If a child is feeling unwell and needs to go home parents are contacted.

Parents must be informed of any accident and/or treatment given during the day, preferably by the person who treated them.

In an emergency call the School Nurse or emergency services.

Contact numbers, emergency contact and doctors' details are kept in the office. Details of chronic illness or allergies are also kept here and further details of these conditions are kept in the first aid folder.

For pupils with long-term needs (such as asthma) staff must follow guidance provided by the child's doctor. Details are kept in the first aid folder.

Any staff administering medicine must check:

- pupil's name
- written instructions
- dose
- expiry date

Guidance on dealing with spillage of body fluids

Spillages of blood, vomit, urine and excreta should be

cleaned up promptly. The following general actions must be taken by the person dealing with the spill:

Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.

Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn.

Any spilt blood or other body fluids should be cleaned up, either with disposable absorbent paper towels. Dispose absorbent towels and latex gloves inside the clinical waste bin in the downstairs disabled toilet.

Ensure the area is cleansed with a suitable antiseptic solution.

RIDDOR (reporting of Injuries, Diseases and Dangerous Occurrences Regulations tel: 0845 300 99 23)

The school has a legal duty under RIDDOR to report and record major work-related

accidents. This includes dangerous occurrences where something happens that does not result in an injury but could have done.

RIDDOR applies to all work activities but not all incidents are reportable.

RIDDOR forms are kept in one of the Staffroom First Aid drawers.

Review: The Early Years team will review the policy every two years.

Signed:

Date: February 2011