

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

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

Health

The provider must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment.



Accidents, Injuries and First aid Policy

Policy statement

The purpose of this policy is to ensure that when an accident happens in Cotswold Bunnies appropriate action is taken and accurate information is recorded and communicated. An accident is classed as an occurrence which has resulted in an injury to one or more persons.

All members of staff have responsibility to dealing with accidents and injuries in a timely manner. We ensure that all permanent staff members have a valid paediatric first aid certificate. It is the responsibility of the member of staff who has administered first aid to write the accident report and ensure that it is signed by the parent or carer of the child or children involved.

All members of staff have a responsibility to ensure that the manager is informed when items from the first aid box are used. A system of recording is in place to ensure that the first aid box is restocked on a regular basis. The manager is responsible for checking the first aid box at the beginning of each week to ensure that it is fully stocked. If items need replacing, they should be ordered as soon as possible.

The manager is responsible for making sure that all medical information and emergency contact details on the children's registration forms are up to date and accurate.

Procedures

Minor injuries

- If the injury is minor and does not require professional medical assistance (determined by a first aider), the first aider should address the injury and complete an accident record. This record will be signed by the first aider, the manager and by the parent or carer of the child.
- If the injury is minor but requires medical assistance the first aider will call the parent expressing the importance of the child seeking medical assistance. In the event a parent is unable to be contacted or unable to take the child to a medical professional the first aider will call a taxi and take the child to the nearest hospital A and E. The child's registration form should be taken with them. The parents will be informed of this by a phone call from a member of staff at the nursery and all necessary paperwork completed upon return to the nursery.

Serious Accidents and Injuries

- If the injury is serious and hospital treatment is required a member of staff should call an ambulance immediately and should accompany the child to the hospital. The child's registration form should be taken to the hospital. A member of staff should inform the parent of the accident and what hospital the child has been taken to.
- Serious accidents and injuries will be reported to RIDDOR and Ofsted as required. If deemed that a member of staff acted in a way that may have caused the accident, or that they have not followed policies and procedures, then it may be necessary to inform LADO.

Recording Accidents

- All accidents must be recorded on the accident form, signed by parents and the manager, before being filed in the accident form folder.
- All head bumps must receive a head bump advice form. Any injury above the neck, should result in parents being informed immediately. They may decide that they wish to get professional advice.

The first aid kit

We have a first aid kit in each room, and in the outing bags. The kits are accessible at all times and contain the following items:

- Triangular bandages x 1
- Sterile dressings:
 - Small x 3.
 - Medium x 3.
 - Large x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 1.
- Saline solution
- Container of 6 safety pins x 1.
- Shears
- Guidance card as recommended by HSE x 1.

In addition, the following equipment is kept near to the first aid box or easily accessible:

- Disposable plastic (PVC or vinyl) gloves.
- Plastic disposable apron.
- In ear thermometer and covers
- A supply of ice is kept in the freezer and cold compresses are kept in the fridge.
- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- The manager in the setting, is responsible for checking and replenishing the first aid box contents. If the Manager is off on leave the responsibility falls to the deputy Manager.
- Medication is only administered in line with our Administering Medicines policy.

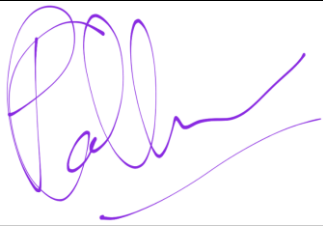
Legal framework

- Health and Safety (First Aid) Regulations (1981)
- Health and Safety at Work Act 1974
- Children Act 2004

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2017)

- Guidance on First Aid for Schools (DfEE)

This Policy was adopted by:		Cotswold Bunnies Nurseries Ltd	
On:	01.10.2024	Date to be reviewed:	01.10.2025
Signed on behalf of the Provider:			
Name of Signatory:	Pippa Collins		
Role of Signatory (e.g, Chair, Director or Manager)	Manager		