

First Aid

Accident and incident policy

Safeguarding and Welfare Requirement: Health

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

Safeguarding and Welfare Requirement: Staff qualifications, training, support and skills:

At least one person who has a current Paediatric First Aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings.

Policy

It is the policy of Parkfield Montessori Pre-school that employees who do not already hold a current Paediatric First Aid certificate receive Paediatric First Aid training as soon as possible after commencing employment at the setting, and that Paediatric First Aid training for all employees is updated regularly. It is the aim of Parkfield Montessori Pre-school that **all** employees should always hold a current local authority approved Paediatric First Aid certificate. There will always be at least one member of staff on the premises (and also on outings) that holds a current Paediatric First Aid certificate and who is able to respond quickly to emergencies as per the statutory requirements.

Parkfield Montessori Pre-school will inform Ofsted and the Local Authority Designated Safeguarding Officer for Dorset within 14 days in the event of a serious accident or incident involving a child.

First Aid Kit

We have two first aid kits, both are accessible at all times and comply with the Health and Safety (First Aid) Regulations 1981.

- the main first aid box is located hanging on the wall, to the right-hand side of the entrance to the children's toilets above the sink, the box has a white cross on a green background.
- the second is a mini first aid kit in a green bum bag with a white cross on, it is located hanging on a hook, on the wall between the book corner and the double fire exit doors. (opposite end of the room to the main first aid kit).



Our postcode is clearly marked on the front of the main first aid kit and written inside the mini first aid kit to give to the emergency services when phoning 999/112

The first aid kits are easily accessible to adults and are kept out of the reach of children.

Both first aid kits are fully stocked with all suitable contents listed in the 'Practical Paediatric First Aid guide.' Both kits contain instant ice packs and there is a Rooya Baby Ear and Forehead thermometer located on the shelf above the main first aid kit.

Contents of the first aid kits will be checked half termly or after any major incident to replace missing items at the same time all contents dates will be checked to ensure all items are 'In-Date'.

No medicines, tablets, creams, lotions or antiseptic wipes will be put in the first aid kits.

Cotton wool will not be used to clean wounds as it can leave fibers behind in the wound. Sterile gauze swabs will be used to clean wounds.

No un-prescribed medication is given to children, parents or staff.

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Procedures

In the event of an accident involving a child:

A member of staff comforts the child and establishes the extent of the injuries.



Minor injuries:

1. Appropriate First Aid is administered as necessary.
2. When cleaning minor wounds and/or applying dressings or plasters:
 - Some children may be allergic to plasters. Check the Allergy List before applying plasters.
 - Wash your hands before applying dressings
 - Put on disposable gloves
 - Clean the wound using water and sterile dressing from First Aid Box.
 - Dispose of all used gloves and dressings by placing them in a nappy bag and disposing of them in the nappy disposal bin.
 - The incident date and time, what happened and treatment given is recorded in the accident / Incident book and signed by the attending staff member. Parents are shown the entry on collection and requested to sign to acknowledge notification, the top copy is given to them for their records.
 - An 'I had an accident' bookmark must be put in the relevant child's message pocket to alert adult collecting the child.

Head Injuries:

- In the event of a bump to the head the child's parents are called and informed of the accident and the child is closely supervised for the rest of the session for signs of concussion/head injury
- The incident date and time, what happened and treatment given is recorded in the accident / Incident book and signed by the attending staff member. Parents are shown the entry on collection and requested to sign to acknowledge notification, the top copy is given to them for their records.
- An 'I bumped my head' bookmark must be put in the relevant child's message pocket to alert adult collecting the child.
- Parents are given a Head Bump letter outlining signs to watch out for on collection, this is noted in the Accident Book.

Injuries requiring non-emergency medical treatment:

1. Contact the child's parents, using the telephone numbers on the registration form. Explain clearly and calmly what has happened and arrange for the child to be collected.
2. If it is not possible to contact the child's parents, contact another person listed on their registration form as an emergency contact.
3. If it is not possible to contact anyone listed on the child's registration form the senior staff member in charge should telephone the child's doctor (listed on their registration form) and seek advice from them as to whether the child can wait for treatment until it has been possible to contact someone to collect them.
4. If it has not been possible to contact anyone on the child's registration form and if, based on the doctor's advice or the condition of the child, it is felt that the child requires immediate treatment, phone for an ambulance and follow the steps below for injuries requiring emergency medical treatment.

Injuries requiring emergency medical treatment:

1. Appropriate First Aid is administered as necessary.



2. A member of staff who is qualified in first aid stays with the child at all times.
3. Another member of staff telephones for an ambulance first, and the child's parents second.
4. The staff member prepares the child's registration form and any medication (e.g. inhaler, insulin) to take to hospital.
5. The member of staff prepares the bag, coat, etc. of the person who will accompany the child to hospital.

For minor cases:

The details of the accident and of the action taken is recorded in the Accident / Incident Log and is signed by the attending staff member. Parents are shown the entry in the accident log on collection and are requested to sign to acknowledge notification. The top copy is given to the parents. An 'I had an accident today' bookmark must be put in the relevant child's message pocket to alert adult collecting the child to the incident.

For major cases:

The details of the accident and of the action taken is recorded in the Accident / Incident Log and is signed by the attending staff member, this is shown to the child's parents on collection and they are requested to sign. A full description of the accident is written on an Incident Report Form. An 'I had an accident today' bookmark must be put in the relevant child's message pocket. On collection details of the accident are explained to the child's parent / carer and they are requested to sign the incident form. A copy of the signed form is to be made, the original copy is kept in the child's record and the copy is given to the parents. A Head Bump letter outlining signs to look out for is given to parents for their information if applicable.

In the event of a child arriving at the setting with an existing injury:

1. The member of staff receiving the child into the setting seeks information from the person accompanying the child about the injury; including how it occurred, a full description of the injury, date and time of injury, any action that has already been taken by the child's parent/carer, any advice received from medical professionals, etc.
2. Based on the information received it may be decided that the child is not well enough to attend the setting that day. Such a decision should be referred to the senior member of staff on duty.
3. If the child is to attend, the staff member and parent together complete a Record of Existing Injury form, giving a description of the injury, an explanation of how and when it occurred and completing a Body Map to indicate the site of the injury on the child's body. The staff member and parent/carer both sign the form.
4. The Record of Existing Injury form with Body Map is filed with the child's records.
5. The senior member of staff on duty is informed of the child's existing injury and information is passed on to other staff as necessary.



6. If the child's injury gives cause for concern regarding safeguarding, the Designated Safeguarding Officer/Deputy Designated Safeguarding Officer are informed. A Cause for Concern form is completed (See Procedures for Safeguarding and Child Protection). The Record of Existing Injury form and Body Map are photocopied and attached to the Cause for Concern form.
7. It is the responsibility of the DSO/Deputy DSO to decide on an appropriate course of action with regard to SAFEGUARDING PROCEDURES TO FOLLOW IN THE EVENT OF A CONCERN ABOUT A CHILD.

In the event of an accident involving an adult:

Minor injuries:

- Appropriate First Aid is administered as necessary.

Injuries requiring non-emergency medical treatment:

- Send the injured person to their doctor's surgery or to the hospital.
- Ensure that they are fit to drive or call a taxi.

Injuries requiring emergency treatment:

- Administer First Aid and stay with the injured person at all times.
- Another member of staff telephones for an ambulance and then contacts the injured person's next of kin.
- A member of staff who will accompany the injured person to hospital prepares their own and the injured person's belongings.

For minor cases:

The details of the accident and of the action taken is recorded in the Accident / Incident Log and is initialed by the attending staff member.

For major cases:

The details of the accident and of the action taken is recorded in the Accident Log and is initialed by the attending staff member. A full description of the accident is written on an Incident Report Form and is signed by both the attending staff member and the injured adult. The completed form is kept in the staff members file. A copy will be made for the injured party if they request it.

In all cases:

The details of the accident and of the action taken is recorded in the accident log and is initialed by the attending staff member.



This policy is reviewed annually, or as deemed necessary.

Policy adopted.....(date)

Signed