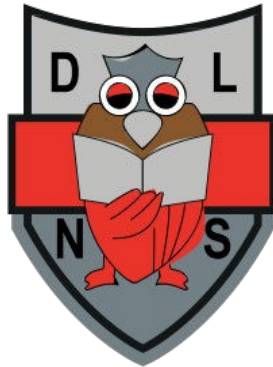


Davenport Lodge Nursery School



First Aid Policy

This policy is reviewed on an annual basis

Annual Policy reviewed by **Susan Nalus** **November 2023**

Next date of Annual Review: **November 2024**

Signed: *Susan Nalus*

Signed:

This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils, including when this involves being away from the school: for example, on an educational visit.



FIRST AID POLICY

Ethos

At Davenport Lodge Nursery School we aim to provide a supportive and structured environment in which children as they develop from babies are encouraged to recognise their individuality, efforts and achievements as happy and secure individuals in an emotionally and physically safe learning and social environments.

Aims

Davenport Lodge Nursery School aims to use timely and competent administration of First Aid in response to accidents and injury which have occurred to pupils, staff and visitors to the site. First Aid will also be applied when needed on off site visits. This policy applies to all the EYFS children within the school/nursery.

Recording

Recording of accidents are made on the care diary found on Tapestry. The report should say what happened and the first aid administered. The full name of the child, date, time and place should be recorded, if a call was made to parents and what happened to the child immediately afterwards, e.g. a return to class or collection by a parent and was taken home. Accidents to staff, visitors and parent helpers should be recorded in the Nursery School's accident form and not on Tapestry.

The parent will need to e-sign the accident form on an ipad when they come to collect their child at the end of the day. If for any reason they were unable to do so, they will be asked to sign the accident form the following day. There is a record of all accidents that is kept on the child's Tapestry page.

Once a month the administrator will export the forms from Tapestry and store them electronically as per our retention schedule.

Off Site Visits

Accidents occurring at off site venues should also be recorded at the site using the venue's accident report form where applicable. On returning to the Nursery School, any accidents must then be recorded on the Tapestry care diary. First Aid provision at such venues should always be identified but First Aid travel kits are always taken on nursery trips.

Staff should refer children's injuries to the Headmistress, Deputy Head or EYFS Coordinator for advice and for the recording of the accident where appropriate.

Reporting to Parents

Accidents are reported to parents through:

1. A courtesy call to the parent for head injuries.
2. A courtesy call to the parent must be given for a significant injury.
3. Accidents are recorded on the care diary found on Tapestry
4. Parent must electronically sign the accident form.
5. Personal contact with the parent when the child is collected.
(Where this has proved impossible the EYFS Coordinator, Deputy Nursery Coordinator or school office should be informed so that the parent may be telephoned at home or work).

Procedures

First Aid Kits are located:-

1. Office (ground floor) for staff use only
2. Nursery corridor - on Shelf outside of the kitchen
3. Kitchen
4. In all classrooms/nursery rooms

A list of the contents of all First Aid boxes is found in the office and on Administrator's notice board. The Business Manager should be informed if items are used so that they are replaced.

Disposable gloves should be worn where there is a cut. Only cold water should be used to clean cuts and abrasions except if there is no access to clean water then a wipe should be used. Where dirt or a foreign body presents any difficulty in removal, pressure should not be applied. The wound should not be further touched and a parent should be called to the school to take the patient to the doctor or to an Accident and Emergency Department. Swabs should be disposed of in the clinical waste bins in the staff toilet on the ground floor in the Lodge Building.

Local Hospital details in emergency are: 024 76964000 for University Hospital Coventry or call 999.

Where a blow to the head is sustained parents should always be informed. In severe cases parents should be called to nursery to take the child to their GP or the hospital to seek medical advice.

Parental permission should be sought before applying dressings to children's injuries. Where persistent bleeding occurs if the use of the triangular bandage as a pressure pad is ineffective (see Red Cross training course) parents should be called to the school to take the child to their GP or to hospital to seek medical advice.

Where profuse bleeding occurs the emergency services should be called and parents notified after Red Cross First Aid procedures have been followed.

The location of the First Aid stations at all of site venues must be identified. The location of the First Aid box on a coach or minibus should also be found. Staff should always wear First Aid body belts on all off site visits.

Where parents cannot be contacted and it is necessary for the school to take a pupil to an Accident and Emergency department a taxi should be called rather than using a private car.

Anaphylactic shock

Staff training has been carried out and use of the EpiPen is regularly practiced by the staff. Key members of staff have received training in the use of the EpiPen. Additionally, the new paediatric First Aid courses now include EpiPen training. If a child goes into anaphylactic shock the EpiPen is used immediately. Parents are contacted and the emergency services.

It is not the Nursery School's policy to administer two doses of the EpiPen. Such a decision would be taken by the emergency services when they arrive at the school.

Registered providers must notify Ofsted of any serious accidents, illness or injury to, or death of, any child whilst in our care, and of the action taken. Notification will be made as soon as reasonably practical, but within 14 days of the incident occurring.

For procedures during the Covid-19 pandemic, please see the Staff Guidance and Risk Assessments specifically pertaining to the Coronavirus.

Appointed First Aiders:

Mrs S Nalus

Miss Emma Walker

Mrs Claire Martin

Where staff members need advice they should consult the above. **At least one qualified trained first aider should be on the site at any time**

The majority of staff are paediatric First Aid trained and an annual rolling programme of training for First Aid is in place. It is aimed to regularly achieve paediatric First Aid training for as many staff as possible and in particular **for all EYFS staff. There is a paediatric trained first aider on the school site at all times and the welfare requirements of the EYFS framework mean that a qualified paediatric first aider should accompany all EYFS off site visits. First Aid training will be updated at least every three years.**

Staff should also consider the hazard to themselves before taking a decision to apply first aid in an emergency.

Hazards

Monitoring regular reviews of the accident forms are carried out to discern trends. Risk assessments are carried out by the Headmistress, the Deputy Headmistress and the EYFS Coordinator. These are reviewed every 6 months. Children are encouraged through the curriculum to assess potential hazard in their school activities. **All staff must risk assess hazards in all activities associated with their daily plans for example sand play and so on.**

Offsite Visits

First Aid provision must be available when a class is away from the Nursery School premises whilst on visits. Staff must take first aid body belts with them. The location of the first aid kits on coaches should be noted as well as the location of First Aid kits of site venues.

A Paediatric first aider must accompany all offsite visits as well as being on the Nursery School site whilst the children are in attendance.

If there is an accident offsite, the venue's accident form must be completed and a copy return to school.

Reporting of Incidents

Reporting of accidents to children in the Nursery School will comply with the RIDDOR guidelines.

See the attached HSE information sheet.

Dealing with bodily fluids/Spillages

Procedure:

When dealing with bodily fluids/spillages such as sputum, vomit, faeces, urine or blood, a pair of gloves, and in cases of large spillages an apron, must be worn.

Cover the spillage completely with absorbent paper, or use a mop if spillage is extensive, ensuring the area is wiped up.

Use a suitable disinfectant (if necessary, diluted with water) and clean the area of the spillage.

Any cloths or mop heads used need to be disposed of in the yellow clinical bins.

Faeces may be scraped up and flushed down the toilet.

This policy should be read in conjunction with the Nursery School's Health and Safety Policy and Medication Guidelines Policy.

Paediatric 1st Aid trained Staff:

Appendix 1

Mrs Susan Nalus - Headmistress
Miss Emma Walker - Deputy Headmistress
Mrs Claire Martin - Deputy EYFS Co-ordinator
Miss Chelsey Bird - Administrator
Miss Rebecca Roberts - Nursery Room Leader
Miss Kyrie Ross- Madden - Nursery Room Leader
Miss Harvinde Rai - Room Leader (Maternity Cover)
Mrs Ruksana Shahed - Room Leader (Maternity Cover)
Mrs Kulwinder Basra - Nursery Nurse
Miss Harvinder Rai -Nursery Nurse
Miss Sue Rai - Room Leader
Miss Alice Davies - Nursery Nurse
Miss Katie Hanson - Room Leader
Miss Nagina Khan - Senior Nursery Nurse
Miss Jenni Dunlop - Senior Nursery Nurse
Miss Chanel Dore - Nursery Nurse
Miss Hope Cumberlidge - Nursery Nurse
Miss Jennie Maclean - Nursery Nurse
Miss Josianne Iyolo - Nursery Nurse
Mrs Randeep Pnaiser - Nursery Nurse
Miss Aanisha Mattu - Nursery Nurse
Miss Chloe Croston - Nursery Nurse
Mrs Fiona Lynch - Nursery Assistant
Miss Lucy Parkins - Nursery Assistant
Miss Aranjeet Kaur - Nursery Assistant
Miss Shikha Kumari - Nursery Assistant