



Nursery Manager: Mrs J Smith

Nursery 4

*All school policies are applicable to all pupils, including those in the EYFS (Nursery and Kindergarten). "Nursery policies" make additional provision for children of that age*

## **FIRST AID POLICY**

### **Accident & Emergency**

Most children will have occasional falls and minor accidents at some point during their time at nursery. Whilst staff will take all reasonable steps to ensure that hazards to children both indoors and outdoors are kept to a minimum, we recognise that children need to explore and test their own developing physical abilities and will therefore occasionally suffer an injury. When such an accident occurs staff will:

- ❖ Comfort the child and provide any necessary first aid treatment.
- ❖ Record details of what happened in the accident book including any treatment given.
- ❖ Sign the accident book.
- ❖ Ensure whoever collects the child signs the accident book.

The Nursery follows Castle House School policy for head injury, a head injury form will be completed and given to the child's parent/carer on collection. A telephone call will be made to the parent/carer informing them of the nature/severity of the injury.

Should the nature of any other injury whilst not causing undue alarm, be more severe, a courtesy call will be made to the parents to inform them.

In the extremely rare event that a child needs hospital treatment parents will be contacted immediately. The child will be transported to hospital by whatever means of transport is required, parents' car, staff car or ambulance,

accompanied by a member of the nursery staff, if parents or their named next contacts are not available.

We discuss with parents the procedure for responding to children who are ill or infections.

There is a policy for the administration of medicines, and training is provided to any staff for administration which requires medical or technical knowledge. Usually, only prescription medicines should be administered. Written permission must be obtained from parents for individual medicines to be administered. Where medicine is administered to a child, parents must be informed the same day or as soon as reasonably practicable.

We inform parents of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid treatment given.

The first aid policy for the whole school includes the EYFS. A first aid box is accessible at all times and with appropriate content for use with children. An accident form or similar written record is kept for accidents or injuries or first aid treatment.

The setting will notify Ofsted of any serious accident or injury to any child on the registered provision (up to three years of age) whilst in our care and will act upon any advice given.

The setting will also report to the Health & Safety Executive incidents notifiable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

Staff qualified in Paediatric First Aid:

Mrs J Smith – Nursery Manager

Miss H Grice – Deputy Manager

Mrs A Shaw– Senior Nursery Practitioner and Prep and Play Supervisor

Miss T Clark- Nursery Practitioner

Mrs A Barrett- Nursery Practitioner

Miss R Foden- Nursery Practitioner

Miss E Yardley- Nursery Practitioner

May 2018