

011 First aid Policy and procedure

Policy statement

Grindleford and Eyam Playgroup takes the safety of the staff and the children in our care very seriously. We have carried out risk assessments for the building, the equipment and our activities and have put safety measures in place as identified. However, sometimes accidents do occur and this document sets out how they will be dealt with.

Legal Framework

- The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.
- Statutory Framework for the Early Years Foundation Stage 2017

Procedure

Consent and record keeping

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

Emergency contact details are kept for each child and staff member.

Following any accident the details are recorded in our accident log. The folder containing the accident log is kept in the lockable cupboard in the pavilion. A member of staff will record:

Name of child/adult

Date and time of accident

Place where accident occurred

Details of accident – circumstances of accident, any injuries and describe any treatment provided

The name of the person who dealt with the accident and the person who witnessed the accident

The log will be signed by the supervisor and the parent/carer.

Staffing

At least one member of staff with current first aid training is on the premises or on an outing at any one time. In the event of a staff absence, the Supervisor will check that a qualified first aider is available for that session.

Our staff members will hold a suitable paediatric first aid qualification which will be renewed every three years. Additionally, forest school leaders will hold a recognised outdoor first aid qualification e.g. ITC Advanced Outdoor First Aid (2 days).

New employees will be introduced to current first aiders and will be booked on a suitable course as soon as possible.

First aid kits

We use the following first aid kits:

- wall mounted in the kitchen area of the pavilion (provided by the Grindleford Playing Field Association)
- local outings kit in small bum bag
- forest school - medium sized first aid pouch bag is kept in the Forest School rucksack
- burns kit is kept in the Forest School rucksack
- eye wash kit kept in locked cupboard on site

Our first aid kits comply with the Health and Safety (first aid) regulations 1981 and contain the following items:

- Guidance card
- 20 individually wrapped sterile plasters (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages
- 6 safety pins
- 2 large sterile individually wrapped un-medicated wound dressings
- 6 medium sterile individually wrapped un-medicated wound dressings
- At least 3 pairs of latex free disposable gloves
- 1 disposable apron
- A children's forehead strip thermometer is kept on site

An emergency contact sheet is kept with the outings kits.

The Supervisor will be responsible for checking the contents of our kits, replacing used or expired items.

Emergency Procedure

In the event that a child, or member of staff, visitor or volunteer become injured at the preschool the following steps will be taken:

1. The supervisor/deputy supervisor will assess the injury and act decisively to either treat or call for medical help and will quickly ensure the safety and wellbeing of the children and other persons is maintained;
2. If an injury has been sustained but it is deemed to be relatively minor and readily treatable a First Aid trained member of staff will administer treatment as appropriate;
3. If an injury has been sustained that is more serious and requires medical help the supervisor will call first for medical help and then, if a child has sustained the injury, will call the parents of the child;
4. The deputy supervisor will ensure that the children in the pre-school care continue to be cared for and will if necessary call for additional staff to help. If necessary, a member of the committee will be called to provide this support in an emergency;
5. The supervisor will ensure that the injured person is kept comfortable as dictated by medical advice until the emergency services arrive;
6. Should an injured child be taken to hospital a member of staff will accompany the child if the parents have not yet arrived at the pre-school;
7. The supervisor will ensure that any and all accidents are recorded in the accident book ensuring that the date, time and circumstances are clearly recorded;
8. The supervisor will inform the management committee and agree responsibility for reporting to authorities (Ofsted/HSE);
9. Ofsted will be notified within 14 days of any accident/injury to a child, parent, staff member or volunteer, requiring treatment by a GP Doctor or hospital Doctor. Likewise the Health and Safety Executive in compliance with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).
10. Parents will be asked to keep the pre-school informed regarding their child's condition following an accident and if parent's sought additional medical advice or care.

In the event of an accident in the home:

Parent's must inform staff of any accident at home so that staff can ask parents to complete and sign the pre-existing injuries form.

If staff sees evidence of injury on a child, that has not occurred in the setting and has not been reported to any member of staff, parents will be asked for information on the incident and asked to complete and sign the pre-existing injuries form.

Duty to Safeguard Children

If staff are concerned that injuries sustained at home are not consistent with parental explanations, they will seek advice from Derbyshire Safeguarding Children's Board.

This policy was adopted at a meeting of Grindleford and Eyam Playgroup:

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory:

Role of signatory:

All staff members and committee members will sign to indicate they have read, understood and agreed with the above policy.