**Huntingdon Nursery School/Children’s Centre First Aid Policy**

First Aid can save lives and prevents minor injuries becoming major ones. The policy should be read in conjunction with the Administration of Medicines Policy and the Health and Safety Policy.

**FIRST AID COVER REQUIREMENTS**

The legal requirements for providing First Aid in Schools are set out in Health and Safety (First Aid) Regulations and the Early Years Foundation Stage Statutory Framework (EYFS). For a maintained Nursery School of our size the first aid provision is: all classroom and frontline staff working with children have a 12 hour paediatric first aid qualification

* 3 staff have the First Aider at work(adults) qualification

There is a statutory requirement for a Paediatric First Aider to be on the premises at all times when children under 5 are on site and present at any off-site visit. The number of First Aiders is sufficient to ensure that provision will be maintained during both planned and unplanned absences such as leave and sickness.

With this in mind first aid training will be delivered on a rolling programme with the intention that all members of staff will be trained to at least EYFA (Early Years First Aid) standard.

**RESPONSIBILITY OF THE HEADTEACHER**

It is the responsibility of the Headteacher to:

* Ensure that the centre is fully covered with the regulation number of First Aiders, to ensure that they have the correct training and that this is in date
* In the case of serious injuries, to ensure that the relevant Health and Safety reports are made to Cambridgeshire Health and Safety executive
* Ensure that governors, staff and parents are aware of this policy

**RESPONSIBILITIES OF THE FIRST AIDER AT WORK (KD/JL/CW)**

It is the responsibility of First Aiders at Work to:

* Provide first aid in accordance with first aid training received.
* Deal with serious injuries relating to adults and children, complete the on-line accident form with the assistance of Office staff. the appropriate Accident Report Form and other necessary Health and Safety reports
* Ensure that an ambulance or other professional medical help is called when necessary

**Fiona Sweetenham (and Sam Dring for crèche room) has responsibility for**:

* Ensuring that the centre first aid kits and kits taken on outside visits are kept fully stocked (for both adult and child needs) and to ask GE to order replacement stock as required
* Duplicating the reporting forms for staff/ classroom use
* To make an audit of the accident forms that have been completed over the school year at the end of the summer term. This will identify any trends in accidents which can then be addressed in the risk assessments carried out in the summer holiday period ready for the start of the new school year.

**RESPONSIBILITIES OF THE EARLY YEARS FIRST AIDER**

It is the responsibility of Early Years First Aiders to:

* Provide first aid in accordance with first aid training received
* Notify parents in writing that their child has sustained a head/ injury using the nursery reporting/recording forms.
* When necessary, ensure that an ambulance or other professional medical help is called
* Provide first aid cover on visits as required, ensuring that the first aid kit is taken on such outings
* It is the responsibility of the key worker to keep the first aid provision in the bum bags used for outside play up to date/replenished

Cambridge County Council insurance covers any claims that may be made against First Aiders as long as:-

* The treatment was given in good faith
* It was in the course of their work.
* It was given to someone on CCC premises, (includes trips and visits).

**RESPONSIBILTY OF ALL NURSERY STAFF**

It is the responsibility of all school staff to:

* Use their best endeavours at all times, particularly in an emergency to offer help
* Give immediate help to casualties with common injuries or illnesses and those arising from particular hazards at nursery
* Call a first aider at work in the case of head injuries, serious injuries and when they have any other concerns
* Complete the appropriate Accident Report Form (electronic form) and or record in the accident book.
* Consider the welfare of the children at all times

**RESPONSIBILITY OF PARENTS**

It is the responsibility of parents to:

* Notify staff of any accident that may have happened to a child prior to their arrival at Nursery and complete an ‘accident at home form/existing injury’.
* Notify Nursery of any change in contact details

**EMERGENCY PROCEDURES**

The following guidelines should be followed when there is a need to contact the Emergency Services:

* Staff should follow the Emergency Services procedure when making a call for an ambulance
* Children should only go to hospital in an ambulance
* In the event of a child needing to go to hospital, the child’s keyworker/or known staff member will accompany them in the ambulance and stay with them until the parent or carer arrives. They should take with them a copy of the child’s information (from the black file) with contact details and any health care protocol.

Protective clothing(aprons) gloves and resus barriers are provided by the nursery. It is the responsibility of the first aider to use the resources provided to keep themselves safe when they administer first aid.

**CRECHE AND GROUPS USING THE NURSERY ROOMS**

Staff in charge of crèche children will;

* Complete an accident form to record minor first aid given to children whilst in their care;
* Call for additional assistance in the case of a more serious injury;
* Report **all** accidents and first aid given, to the parent / carer of the child on collection (or sooner if deemed necessary), getting them to sign the form;
* Notify parents using the bump on the head form of any head injury(above the jaw line) sustained by their child.

**STAFF, STUDENTS, VOLUNTEERS, PARENTS AND MEMBERS OF THE PUBLIC**

* In the event of an adult sustaining an injury a member of staff trained in First Aid at work will be called for assistance
* In the case of a serious injury requiring emergency treatment, an ambulance will be called
* For more minor cases where casualties are mobile, means of transport home or for medical advice will be discussed with the casualty
* All accidents must be recorded in the accident book

**MEMBERS OF STAFF – EMERGENCY CONTACT INFORMATION**

Up to date information regarding emergency contacts for staff is held on record to pass on to the emergency services. In addition, any medical history, including significant conditions, allergies or intolerances, which the member of staff has chosen to be passed on to the medical services, is held on confidential record.

**GROUPS TAKING PLACE IN THE NURSERY SCHOOL/ CHILDREN’s CENTRE**

Groups held in the nursery school and children’s centre are covered by the setting’s first aid arrangements as detailed earlier in this policy. Should a first aider be required, the group leader should contact reception and request that a first aider be sent to the appropriate room.

The first aider will complete an accident report form in liaison with the group leader which the adult / parent / carer will be asked to sign in acknowledgement of the treatment given.

In addition to the above, the Children’s Centre will provide First Aid cover for weekend groups/other venues which it organises.

**GROUPS AND “LETTINGS” USING THE NURSERY SCHOOL, OUTSIDE SCHOOL HOURS**

Groups and “lettings” using the Nursery School, outside normal hours should make their own arrangements for First Aid cover.

Written: January 2016

Review: annually

Cross reference with the First Aid Risk assessment (office file)