

NEW HALL EARLY YEARS FIRST AID POLICY

Please also refer to the Whole School Medical & First Aid Policy and the Early Years Administering Medicine Policy

1. Policy statement

At New Hall, Early Years staff are trained to be able to take action to apply first aid treatment in the event of an accident involving a child.

2 Procedures

- 2.1 Risk assessments of the setting and the surrounding premises and equipment are carried out at the beginning of each session and periodically throughout the term to minimise the risk of injury. Before outings to premises not previously visited, a member of staff will attend the premises to carry out a thorough risk assessment.
- 2.2 Every three years, all staff in the Early Years setting are trained in paediatric first aid.
- 2.3 Certificates gained are held in staff files with HR.
- 2.4 Our first aid kits comply with the Health and Safety Regulations 1981 and are checked once a term by a School Paramedic and re-stocked as necessary. See number 9, second paragraph.
- 2.5 First aid boxes are located on each floor of the Preparatory Divisions at specific locations, and each Nursery classroom. The first aid boxes are all easily accessible to adults, but out of reach of children.
- 2.6 At the time of admission to New Hall, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- 2.7 Minor injuries will be treated by a qualified first aid practitioner. For more serious injuries, Early Years staff will contact the Health and Wellbeing Centre for advice and an informed decision will be made to seek treatment from outside medical professionals. In cases of serious injury, the emergency services will be called and parents will be informed immediately.
- 2.8 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.
- 2.9 Parents must always notify us of any injury or accident that has occurred to their child whilst they have been away from the setting. These details should include the circumstances of the injury, the date and time and what treatment was given by whom.
- 2.10 Parents should notify us of any medication that has been administered to their child before School, including the dosage and time given.
- 2.11 Parents must provide information about a child's needs for medicines. Parents must complete and sign a 'request for School to administer medication' form in order for named staff to administer any medication. For long term conditions, a care plan will be completed.

- 2.12 At the time of admission, over-the-counter medication consent forms will be completed, asking for parental permission to administer paracetamol and anti-histamines, should a child require them during the School day.
- 2.13 *Please see the Early Years 'Administration of Medicine' procedure and the whole School 'Infectious Diseases' policy.*
- 2.14 In the event of a serious accident or injury or even death occurring to a child within a session, Ofsted/RIDDOR must be notified as soon as is reasonably practical.
- 2.15 In the event of a serious accident or injury or even death occurring to a child within a session, the Local Safeguarding Children Board must be notified as soon as is reasonably practical.

3. Head Injuries

- 3.1 Parents are contacted to inform them of a serious head injury.
- 3.2 Head injuries are recorded on EVOLVE.
- 3.3 In the Nursery Division, a head injury sticker will be given to the child to wear so that all members of staff are aware.

4. Reporting the accident

- 4.1 Pupils that require first aid in the Nursery Division will be added to EVOLVE. In the Preparatory Divisions this will be recorded in the 'Minor Injuries Log'.

5. Medical/Allergy List

All pupils with specific medical conditions will have their own individual care plans and all staff are notified (i.e. those with chronic medical conditions, which might require intervention by a third party will have the details of their medical condition(s) recorded by the Health and Wellbeing Centre as soon as possible, if not before their arrival in the School, and verification of their condition(s) and the treatment indicated).

6. Administering Medication

Please see Early Years Administration of Medicine Policy

7. Outings

- 7.1 All medication including auto-injectors and asthma inhalers and First Aid kits are taken on outings and are the responsibility of the Class Teacher/Key Person. Parents sign a consent form, giving permission for the outing and the administration of anaesthetic/medication in case of an emergency.
- 7.2 All injuries, diseases and dangerous occurrences involving School staff, on or off the School premises that arise in the course of School business, should be reported as soon as practical to the Health & Safety/Estate Manager. The Health & Safety Manager will make an assessment of the nature of the injury and whether it is reportable, in accordance with RIDDOR regulations 1995 and if appropriate, make a report online.

8. Legal Framework

As set out in Health & Safety (First Aid) Regulations (1981).

9. Designated Early Years First Aiders (from 7.30am to 6.30pm - *Early Years opening hours*)

New Hall have a number of qualified First Aiders, in addition to the staff in the Health and Wellbeing Centre. An up to date list of qualified first aiders is kept by the Nursery Manager and the Pupil Support Manager (Preparatory Divisions)

First Aid boxes will be checked and replenished by the Health and Wellbeing Centre staff regularly

10. Address of nearest hospital with an Emergency Department

Broomfield Hospital, Court Road, Broomfield, Chelmsford, CM1 7ET
Tel No: ACCIDENT AND EMERGENCY: Switchboard 0844 822 0002

11. Further guidance

First Aid at work: Your questions answered (HSE 1997) www.hse.gov.uk/pubns/indg214.pdf

Basic Advice on First Aid at Work (HSE 2006) www.hse.gov.uk/pubns/indg347.pdf

Guidance on First Aid for Schools (DfEE) [First aid in schools, early years and further education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)