

# Bertie's

## NURSERY SCHOOL

Wraxall

### **B6.3 First Aid and General Medical Treatment**

#### **Aim**

The excellent care of the children at Bertie's Nursery is a vital aspect of the Nursery. Indeed, the safety, health and welfare of the children and its employees is a priority of the Nursery.

This policy is drawn up under reference to the DfE 'Guidance on First Aid'.

#### **Objectives**

- To make appropriate First Aid available to all members of the community as quickly and efficiently as is possible.
- To ensure that there are enough staff members who are suitably qualified First Aiders. In regard to EYFS this will mean Paediatric training - First Aid is provided by competent adults.
- To ensure the appropriate medical resources are available as necessary
- To ensure the proper and effective keeping of records

#### **Arrangements at the Point of Need**

As far as is possible First Aiders deal with all injuries and cases of illness. The Nursery will advise parents as soon as reasonably practicable of their child's injury, illness or infection and will discuss with parents the procedures for responding to their child's condition.

If a child is injured and cannot reasonably be moved, a First Aider must always be informed. If a First Aider is not on hand then the injured or ill person must be made comfortable until such time as a First Aider can manage the situation.

When on outings at least one of the accompanying adults will be First Aid trained.

#### **Guidance on when to call an ambulance (advice from St John Ambulance)**

It is stressed that whenever possible, a First Aider should take responsibility for any injury or illness however, there may be times when they may be unavailable.

An ambulance should be called when there is medical concern and uncertainty in regard to injury or illness.

When managing a casualty you may need to call for an ambulance. Follow the steps below:

There are several numbers you can call in order to reach an ambulance. **From all landlines phone 999. From a mobile phone 112.**

They will ask you what service you require. Say ambulance.

They will ask where you are located. Be precise as possible. The post code is often a good means of helping the service locate your exact position (The postcode for Bertie's Nursery is BS48 1PD).

They will ask you how many casualties.

They will ask what is wrong with the casualty. Tell them what you are sure of (to avoid giving mis-information)

They will ask if other services are required

After you hang up you must wait with the casualty until the ambulance arrives. It is helpful to send a 'runner' to attract the ambulances attention when it appears.

### **Recording and reporting**

Any medical treatment administered is recorded by the First Aider. The record includes details of the time, date, nature of the injury and the treatment given.

In the event that a child has been treated, details of the treatment are passed on to the parents by means of the Childcare Connect software or a phone call (depending on the seriousness of the treatment given).

### **Reference to RIDDOR**

(Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013).

The Nursery has a legal duty under RIDDOR to report and record major work related accidents to the Health and Safety Executive. The Health and Safety Officer is responsible for this but staff may be asked to assist in the preparation of a report. The following occurrences are reportable, but not in all cases and further guidance must be sought from HSE before submission.

In the case of *employees*:

- Deaths
- Reportable specified injuries
- Physical violence resulting in certain injury
- Reportable occupational diseases
- Dangerous near-misses

In the case of *children and visitors*:

- Death
- An injury that arose out of a work/nursery activity AND the person is taken directly to hospital
- Specified dangerous occurrences – where something happens that does not result in injury but could have done.

### **Accident or injury**

Ofsted will be informed by the Head of Nursery, in the event of any serious accident, illness or injury to, or death of, any child while in our care (and of the action taken). Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

## First Aid Boxes

At Bertie's Nursery we ensure there is a first aid box accessible at all times with appropriate content for use with children. At Bertie's, we keep a written record of accidents or injuries and first aid treatment. At Bertie's we inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.

First Aid boxes are checked at the beginning of every term by the Downs School Maron who has been paediatric first aid trained. There is a log of the checks.

First Aid boxes are located in sites where the children and staff are likely to participate in activities that carry a 'guarded risk'.

- *The First Aid boxes contain:*
  1. Leaflet giving general advice on First Aid
  2. One resuscitation face shield
  3. Individual wrapped adhesive sterile dressings (plasters, assorted sizes) x 20
  4. Sterile eye pads x 2
  5. Individually wrapped triangular bandages – x 4
  6. Medium sized sterile dressings (approx. 12cm x 12cm) x 6
  7. Large sterile dressings (approx. 18cm x 18cm) x 2
  8. Low-adherent dressings with perforated plastic surface (Melolin) x 5
  9. Roll of hypo-allergenic tape (Micro-pore)
  10. Packs of '5 sterile gauze' swabs (for cleaning wounds) x 10
  11. Finger bandage and applicator
  12. Scissors
  13. Cleansing wipes
  14. Disposable non-latex gloves x 3 pairs

(Source: St John's Ambulance, early years reference guide)

Boxes used for trips also contain;

- Small plastic bags – for disposal of wipes and dressings
- Notepad and pencil
- Bottle of water for cleaning wounds
- Ice packs

## Defibrillator

A defibrillator is located in the Downs School Sports Hall lobby. In this location it is accessible to outside organisation using the facilities as well as the School community. The battery is checked each term by the Matrons' Department and replaced in accordance with manufacturers' guidelines.

## Guidance on dealing with body fluids

Spillages of blood, vomit, urine and excreta should be cleared up **promptly**. A member of staff will deal with these types of incidents, with regard for the Intimate Care Policy. The following general actions must be taken:

- The area must be immediately cleared of people

- Disposable personal protective equipment (PPE) including gloves or equivalent should be worn.
- Any spilt blood or body fluids should be cleaned up with disposable absorbent paper towels.
- All towels and PPE should be disposed of in a yellow clinical waste bag and disposed of through licensed waste contractors.
- The area must be cleaned up with suitable anti-bacterial solution.

### **Protocol of Provision of Medicines**

No child should have any medicines or cream in their possession.

#### **General**

A secure general First Aid Cupboard and a secure fridge are located in the Office.

All parents/carers are asked to hand in any medicine that their children are taking, including vitamin supplements. All medications need to be named (including creams) and the parent completes and signs a medical form to give their consent to administer the medicine and at what time.

#### **Storage of Medicine**

Medicines are stored in a locked cupboard or fridge. Inhalers and EpiPens are not locked away, but are stored out of the reach of children. A written record is kept whenever anything is administered, to include the dosage, the name of the medicine, the child to whom it was given, the date and time, the signature of the person who administered the medicine and the signature of a witness of the administration. The child's Key Carer is responsible for ensuring the medicine is handed back to the parent/carer at the end of the day.

#### **Non Prescribed Medicines**

Calpol is kept in stock for use when it is deemed appropriate. Sun block is also held in stock.

With consent from parents/carers these medicines are administered according to the instructions on the container.

All expiry dates are checked once a term. Those medicines that are out of date are disposed of.

#### **Prescribed Medicine**

In the event that a child is prescribed anti-biotics, they must not come into the Nursery **for at least 24 hours**, in order to check that the child does not have an adverse reaction to the medicine. Prescribed medicines must only be administered by the First Aiders according to the instructions from the pharmacy or parents/carers. Prescribed medicines are kept in the secure cupboard or fridge; but staff also take Calpol on school trips in case of need. Staff medication on the premises must be securely stored and out of reach of children at all times.

All parents are asked to give their written consent to the Nursery administering First Aid or medical treatment (via the registration and acceptance literature). Parents are advised when any treatment has been administered.

### **Specific Conditions**

Children with specific conditions will be treated according to their care-plan. The care-plan will be discussed with parents/carers before the child begins at the Nursery. It will contain details of the child's condition, when and how to administer their medicine, and the steps to take in an emergency.

### **Sickness**

If a child falls ill whilst at Nursery, they will be taken to a cot/bed where they can have a rest and be cared for/treated accordingly. They will be comforted by a familiar adult whilst a colleague rings the child's parents/carers. The child will be cared for until a parent/carer collects them.

-Children with diarrhoea and/or vomiting should be kept off school until at least 48 hours after their symptoms have gone. Most cases of diarrhoea and vomiting in children get better without treatment, but if symptoms persist, parents should consult their GP (guidelines by the NHS).

-If a child has a raised temperature, they should not attend Nursery. They can return 24 hours after they start to feel better (guidelines by the NHS).

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>
<i>28/11/18</i>	<i>H Walker</i>