



Huntingdon Nursery School First Aid – Procedures and Practice

Appointed First Aider

Julie Russell / Rachel Gemmell

Staff receive basic paediatric first aid training every three years

Location of first aid boxes (each box will contain the basic recommended requirements for a first aid kit)

- In each classroom cupboard above sink area
- In the Toilets
- In the kitchen
- Grab boxes in each class base: Yellow Blue and Lilac
- Ice packs – staff room/kitchen/Rainbow room/Nest kitchen fridges
- Trip First Aid kit with plastic gloves and basic equipment available.
- A minor accident report slip is located in each class. We ask parent to sign to acknowledge that information was shared.
- Serious accident forms e.g. where an adult or child has needed to visit the hospital, are reported on-line in the office (Rachel Gemmell)
- Parent contact telephone numbers are located in contacts folder in secure filing cabinet in main office.

Office staff will check the first aid boxes, Trip first aid bag and grab bags once every ½ term. If supplies run low in the meantime staff should report this to the office.

Reporting and Recording

Small cuts, grazes and bumps should be cared for by room staff. In the event of a bumped head, parents are phoned , a bumped head slip arranged. If First aid has been administered an accident slip should be filled in and signed by both staff member and parent.

More serious accidents to children or adults should be recorded on line in the office.

Guidelines for minor first aid:

Small cuts/abrasions – wash under running cold water or with water soaked gauze (not paper towel). Cover with a plaster if the cut is open.

Sand/foreign body in eye – irrigate with water. Do not attempt to remove object if this does not work. Cover eye with gauze pad and phone for parent.

Bumps/bruises – apply cold compress to area. Always check child regularly for adverse signs for bumps to the head. DO NOT move the child if they have a bumped head.

Splinters – do not remove. Cover with a gauze pad if necessary and inform parents.

Disposable gloves must always be worn when dealing with blood or other body fluid. Soiled gloves, gauze etc. should be placed in plastic bags and disposed of in the yellow bag nappy container.

Serious Accidents

Do not move the injured person. Call the appointed first aider if necessary.

Immediately inform the Head of Centre or office staff who will telephone for an ambulance (dial 9 before 999 call).

Clear all other children from the accident area.

Contact parents immediately.

Complete the appropriate accident forms.

Annual monitoring of accidents

The class and office accident report forms will be monitored yearly by appointed staff for type, place and frequency of accidents, and if necessary remedial measures put into place. There are risk assessments for most areas that are reviewed annually to ensure optimum safety throughout the centre and on home visits.

First Aid on out of off site visits

Adult to child ratios will be maintained at max 1:3. on trips. All staff to stay with children and ring for help if required. An additional adult is required if staff members are likely to be taking children back into the school for toilets or first aid. Adult helpers will be responsible for children in their care but the teacher/room leader has the overall responsibility to ensure that the following actions are taken:

- Children's contact details
- Mobile phones
- Emergency contact details (e.g. local doctor, school)
- Basic first aid (gloves, sterile water, resuscitation aid, plasters, wound dressing, plastic bag)
- Where a child has medicines held in centre (e.g. medicine, epi pens, asthma inhalers etc) take on outings no matter how local i.e. primary school field.

ADDENDUM DUE TO COVID 19 MAY 2020

- If a child develops symptoms isolate them in music room or link area.
- Staff to don PPE with mask.
- Follow donning and doffing instructions
- Ring parents and alert rest of staff so one way system through school changes
- Parents to collect and ring NHS directly to arrange a PCR test
- Procedure for school will depend on test results.
- Close off relevant rooms where child has been and arrange deep clean.

General approach

- If relevant first aid can be done by children generally encourage them to do this eg washing own knee etc but not if it is causing them more distress.