



## Caverstede Nursery School

Statutory Policy

### First Aid Policy

Review annually

*Reviewed and agreed; Finance, Premises and Health & Safety committee 24.11.23  
Review Due: 2024*

Caverstede Nursery School will comply with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities. All staff have a statutory obligation to follow and cooperate with the requirements of this policy.

#### First Aid Training

All First Aid trained staff (except for cleaners) hold a current Paediatric First Aid Certificate (PFA) having undergone the full 12 hours Paediatric first aid course. In addition, a number of staff hold a certificate which includes the First Aid at work (Cleaner first aid training is First Aid at work). All training for First Aiders has been provided by a Health and Safety Executive (HSE) accredited provider. A register of first aiders and their training history is maintained by the School's Health & Safety representative and is available on request. An up to date list of current First Aiders are also on display around the school.

#### First Aid Provision

Basic first aid supplies are located in each classroom, reception, café, staff room and the main garden.

The School has first aid boxes which are used for all educational visits. Staff should also take with them a list of the medical needs and necessary medication required for the children and be familiar with the children's medical needs. (see Medicines Policy)

#### Procedure

Fully qualified first aiders should deal with all serious injuries. For example:

- Head injuries (not headaches)
- Heavy bleeding – cuts, nosebleeds etc
- Sprains
- Suspected fractures – if sensible to move the child
- Rashes

All staff are required to deal with minor injuries like cuts, grazes and bruises.

Injuries must be dealt with as quickly and calmly as possible and the child reassured whilst the treatment takes place.

Injuries should be treated with the appropriate remedy i.e.:

**Bruises** - cold compress.

**Grazes** - wash area with cold water and cover with an appropriately sized plaster if necessary.

**Creams** - **must not** be applied unless it has been prescribed by the doctor (see medicines policy) other than nappy rash related creams, that is provided by the parent/carer (e.g.Sudocrem).

Only First Aid supplies that are provided by the school should be used to treat a child, other than where a parent/carer has provided specialist supplies for a child with specific medical needs as outlined in their Individual Health Care Plan.

First aid waste e.g. rubber gloves etc., must be placed inside a bag and placed in the usual general refuse bin for disposal.

Parents must be informed of any accident or injuries involving their child and notified to seek medical advice where appropriate (see medicines policy). If a child should require further medical treatment, the first available person must call an ambulance using the **(9)999 service**, giving school address and nature of the problem. A Staff member must stay with the child until the parent arrives. Should the parent not be available then two members of staff, where possible, will attend hospital with the child. Contact should be

made with the parent to explain what has been done and for the parent to meet the members of staff and child at the hospital.

## **ACCIDENT FORMS**

Accident forms are to be completed for all injuries for Adults and Children. Accidents that require a visit to the hospital for either a child or an adult must be reported via the electronic reporting system used by the Peterborough City Council

### **Accident reporting**

All accidents, incidents or near misses must be reported by a member of staff. This could be the member of staff who either:

- witnessed the incident
  - was first on the scene
  - administered first aid
- All accidents are to be recorded on the accident log sheets for child or adult, which are held in their place of work.
  - Any accident or injury is to be reported to the Health & Safety Representative by the person involved in the accident, or by their line manager
  - Accidents resulting in a visit to hospital for children or an adult are to be recorded and reported to the Health & Safety Representative who will report this on to the central reporting system

### **Accident investigation**

- All significant accidents or incidents which are considered to be dangerous 'near miss' situations are to be reported to line managers. They in turn report the incident to the Health & Safety Representative or a member of Core Team.
- The representative, or a member of Core Team is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures can be taken to prevent a recurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property and losses are kept to a minimum.
- All contractors must ensure that accidents involving their employees are reported to the School's Health & Safety Representative as well as their own reporting chain.

### **Accident Record Keeping**

- All accident forms are collected from all areas on a termly basis by the Health & Safety Representative
- Details from each accident form are documented on the Consolidated Accident Report Log held for each classroom.
- All forms are then scanned and filed on a USB; the original documents are then destroyed

### **Report to the Governing Board**

- The Health & Safety Representative, or a member of Core Team is to ensure that the health and safety committee and the Governing Board, are informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR, 1999)
- Accident reporting is fed back to the committee regularly.

References are made to the:

- Sun Policy
- Medicines Policy
- Supporting pupils with Medical Conditions Policy
- Educational Visits Policy