

## First aid Policy

At Hope Nursery, we take our children and staff welfare seriously and make every effort to prevent accidents. In the event of an accident occurring, or a person presenting as unwell, we aim to act quickly and provide first aid where necessary. All staff have training in paediatric first aid.

### Procedures

Children can fall in school, e.g. in the outdoor area. In most cases this is not serious and nothing more than reassurance is needed. Staff should always alert another member of staff if they are aware of an accident or injury to a child. Most accidents or injuries only require the child to be reassured and in this case, we do not usually inform parents or carers, simply reassure the child and continue to supervise in the normal way. Where an accident or injury requires further attention, e.g.

any injury which involves e.g.: Blood, bumps, swelling, bruising, suspect broken bones, nose bleed, choking, nausea, dizziness, fainting or unconsciousness *should be dealt with immediately according to the following procedure:*

1. Stay calm and take mental note of time, place and circumstances and deal with injured child or adult.
2. Calm the injured child or adult
3. Decide on treatment, if necessary
4. Administer First Aid if necessary

The only medication administered will be to clean wounds (water and

cotton wool and sterile wipe)

5. If injury needs medical attention inform Principal immediately
6. Child's parent/guardian must be contacted as soon as practical
7. If child has to go to hospital a member of staff will accompany
8. If a child has to go home the teacher should enquire about his/her well-being within the next few days (as soon as practical)
9. Immediately when the crisis is over write an account of incident together with details of treatment into the accident book. Date, time and sign each entry and give to the Principal together with statements of any witnesses.

Taking children inside e.g. to clean a cut. If a child needs to sit down inside the classroom, a member of staff will stay with the child while another member of staff has sight of both child and adult. If intimate care is required, two members of staff will be present

#### Intimate care

Children will always be encouraged to be as independent as possible, e.g. to change own clothes, use wipes etc. If a child requires help, two members of staff need to be present.

#### Parents

Parental permission will be sought to apply plasters if necessary

Parents must inform school if there are any specific issues for their child, e.g. asthma, allergies, medical conditions.