

FIRST BRIDGE CENTRE



FIRST AID POLICY

JConduit

Joanne Conduit-Smith

Director/Nominated Person

Review date: September 2021



FIRST AID POLICY

EYFS (2017)- 3.50-3.51: Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment and must inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given. Registered providers must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their 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. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

At First Bridge, we endeavour to safeguard the children's well-being at all times. Accidents do however occur and in the unfortunate event that a child or adult sustains an injury at First Bridge, the following procedure will apply:

- For most minor accidents there will be no need to contact the parents during the therapy session, for these instances we will update the parents and review the accident form with them at the end of the session.
- For head and serious injuries, parents will be called by the head teacher
- The child or adult will be comforted in the aim to remain calm. The situation will be assessed and for any minor accidents, first aid will be applied. (Please see below for some guidance on First Aid)
- The most senior member of staff and the appointed First Aider must be told immediately.
- If the accident is considered serious by the senior member of staff and the Appointed First Aider they will call 999. This can be done from the office or downstairs line.
- If 999 are called, the child's parents or adult's next of kin must be informed immediately.
- Before the ambulance arrives the senior member of staff will decide who will accompany the child or adult to the hospital, making sure that the child's records go with them.
- Parents or next of kin should then be informed as to what hospital to go to.
- If the accident is not an emergency and the parents have agreed to collect the child and take him or her themselves to the hospital a member of staff with an up to date first aid certificate must stay with the child the whole time until parents arrive.



- Whoever dealt with the incident must complete an accident form as soon as possible (see recording procedure below)
- A risk assessment should be carried out by the Headteacher and any witnesses.
- If it is an adult that has had the accident, the procedure would be the same as above apart from a next of kin should be contacted, not necessarily a parent.
- Depending on the severity of the accident then all relevant bodies must be informed including OFSTED, the Local Child Protection Agency and RIDDOR. This will include any action taken and will be done within 14 days of the serious accident, injury, illness or death.

This procedure will also be followed in events such as of febrile convulsions or severe allergic reactions.

We have a first aid box in every room and the contents of these are checked at least every 6 months. All staff are trained in Paediatric First Aid so there is a qualified, designated Paediatric First Aider present at all times. We carry out a First Aid risk assessment which is regularly reviewed.

Bumps on Head

In the unfortunate event that a child sustains a head injury at First Bridge, the following procedure will apply:

- The accident procedure will be followed where the child will be assessed by a member of staff and any wounds will be treated using appropriate first aid.
- The Headteacher or most senior member of staff and appointed First-Aider are informed immediately. In the event of the bump being considered by the Headteacher or First-Aider as serious, the parents, and if necessary, an ambulance will be called, and the accident procedure will be followed.
- If the bump is not considered as serious, then a member of staff will be allocated to monitor the child for any changes in their symptoms, such as headache, nausea or dizziness or distressed behaviour etc, and further action will be taken if necessary.
- The child will be monitored for at least one hour before being allowed to sleep.

In line with the Health and Safety policy, the incident must be recorded. Whoever dealt with the accident must fill in an accident record form as soon as possible, stating all details. This will be signed by the Headteacher and the parents/guardians when they collect their child and handed on to the Headteachers who will include it in their risk assessments. Parents will also be given a notice of symptoms to watch out for on the 'Notice of bump to head' (see appendix)

Accident Recording Procedure



- Every accident will be recorded on an accident form. The accident record book is **kept in the office**. The accident book for serious injuries for adults is kept in the Centre Office.
- Accurate record keeping is especially important in respect to children in a early years environment and the procedure to be adopted is as follows:
- An accident form must be filled out by the staff member administrating first aid and all witnesses must be noted.
- The Headteacher must be informed of all accidents within 10 mins
- The parent/carer must sign the accident form before leaving the building. If the parent has not signed the completed form then the Headteacher should be informed so an email can be sent out to the parents notifying them of the accident and that a form is waiting to be signed.
- Parents will take a copy of the accident form home for their information.
- At staff's professional discretion, accidents which occur outside of nursery which seem noteworthy
- will be documented on our 'Out of Centre accident' form.