



## FIRST AID POLICY

This policy will be reviewed annually or in response to changes in legislation		
Last Review	August 2023	Kindergarten Head, Compliance Manager
Approved	September 2023	Principals and Kindergarten Head

This policy should be read in conjunction with the Kindergarten's Medical Care Policy, Safeguarding and Child Protection Policy.

### **Introduction**

This policy outlines the Kindergarten's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

### **Aims**

- To identify the first aid needs of the Kindergarten in line with current legislation
- To ensure that first aid provision is available at all times during the Kindergarten hours of provision - both at the premises and during off site activities.

### **Objectives**

- To appoint the appropriate number of Paediatric First Aid trained staff to meet the needs of the Kindergarten
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the Kindergarten's First Aid arrangements
- To ensure that parents are informed of any accidents or injuries to their child whilst in the care of the Kindergarten together with details of any first aid treatment given
- To ensure that any notifiable accidents that occur in the Early Years are reported to Ofsted (as soon as practicable but in any case within 14 days) and also to the local child protection agency if required

### **Responsibilities**

**The Principals** are responsible for the health and safety of their employees and anyone else on the premises. This includes the Head and teachers, non-teaching staff, pupils and visitors (including contractors). They must ensure that a risk assessment of the

Kindergarten is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

**The Head** is responsible for putting the policy into practice and for developing detailed procedures. The Head should ensure that the policy and information on the Kindergarten's arrangements for first aid are made available to parents.

**Teachers** and other staff are expected to do all they can to secure the welfare of the pupils.

**The First Aider** must hold a current paediatric first aid certificate of competence.

They will:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at kindergarten
- when necessary, ensure that an ambulance or other professional medical help is called.

In selecting first aiders Head should consider the person's:

- reliability and communication skills
- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency procedures
- normal duties. A first aider must be able to leave to go immediately to an emergency

**The First Aid Lead** is responsible for the wider first aid provision in the Kindergarten.

They will:

- look after the first aid equipment e.g. restocking the first aid boxes on a termly basis
- look after individual children's medical plans, ensuring all relevant paperwork is in place and medication held within the Kindergarten is in date
- ensure that an ambulance or other professional medical help is summoned when appropriate

## **Provision**

*How many first aid personnel are required?*

At all times when children are present there must be at least one member of staff holding a paediatric first aid (PFA) certificate. The Kindergarten ensures that a PFA trained member of staff is available at all times and able to respond to emergencies quickly, as well as during off-site learning and Kindergarten trips.

At Thomas's Kindergarten, the majority of staff hold paediatric first aid certificates.

## *Qualifications and Training*

Training must meet the requirements outlined in Annex A of the [Statutory framework for the early years foundation stage](#).

Where appropriate, staff will undertake refresher courses including via the online learning platform.

A list of first aiders is displayed in the Kindergarten.

## *First aid materials, equipment and facilities*

The First Aid Lead must ensure that the appropriate first aid items that are suitable and meet the needs of the children are available. The first aid box contains:

- Sterile plasters of assorted sizes
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety Pins
- Large and medium sized sterile, individually wrapped, unmedicated wound dressings
- disposable gloves
- Sterile cleansing wipes
- Microporous tape
- Scissors
- Thermometer
- Eye wash
- Sterile gauze swabs
- Tweezers

The Kindergarten also has a defibrillator. The Head in consultation with the Group Estates and Health and Safety Manager is responsible for ensuring the equipment is tested and checked to ensure it is in good working order.

- All first aid containers must be marked with a white cross on a green background
- First aid containers must accompany staff on all off-site activities
- Spare stock should be kept in the Kindergarten
- Responsibility for checking and restocking the first-aid containers in the Kindergarten rests with the First Aid Lead. This will be carried out termly.

#### *Re-assessment of first aid provision*

As part of the Kindergarten's annual monitoring and evaluation cycle:

- the Head reviews the Kindergarten's first aid needs following any changes to children, staff, building/site, activities, off-site facilities, etc.
- the Head monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- the Head also monitors the emergency first aid training received by other staff and organises appropriate training
- the First Aid Lead checks the contents of the first aid boxes termly.

### **Procedures**

#### *Accidents and injuries Illness, Infection and Injury*

If a child becomes ill or injured when in the care of the Kindergarten, the first aiders will:

- administer appropriate treatment
- contact the parents or another adult designated by the parents in order to explain the situation and any treatment that has been given.
- ALL head injuries, even a slight bump to the head, are reported to parents as soon as reasonably possible during the Kindergarten day even if no action is required. In such cases, the child must be monitored for the next 24 hours.

- record details of accident and treatment on an accident report form and the accident log book. A copy of the accident report form is given to the parents at the end of the session and stored in and in the child's confidential file.

### *Sickness*

If a child is sick at Kindergarten:

- the parents/carers are immediately notified to collect them
- they are changed if necessary and put in a quiet area, away from other children
- resources are washed if the child has come into contact with them
- in the case of a child being found to be infectious, arrangements should be made for the child to be collected by a parent or another adult designated by the parents.

Children will not return to Kindergarten until 48 hours has passed since they last vomited.

### *Risk assessment*

Reviews are required to be carried out at least annually, and when circumstances alter, by the Head and Group Estates and Health and Safety Manager to identify any risks and control measures that need to be put in place. Recommendations on measures needed to prevent or control identified risks are forwarded to the Head.

### *Providing information*

The Head will ensure that staff, parents and children are informed about the Kindergarten's first aid arrangements.

The Head will:

- provide information on procedures for new staff as part of their induction programme
- review basic medical procedures & practices as needed in kindergarten, as requested
- give all staff information on the location of equipment, facilities and first aid personnel.
- provide regular information and updates for parents in regard to any outbreak of illness in kindergarten.

### *Hygiene/Infection control*

- Basic hygiene procedures must be followed by staff
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids
- Care should be taken when disposing of dressings or equipment, particularly sharp objects (needles). These will be disposed of in appropriate sealed containers/places

## **Statutory Reporting**

If a serious accident, illness or injury to, or death of, any child occurs while in the care of the Kindergarten, the Head must report this to Ofsted as soon as reasonably possible, and within 14 days of the incident occurring. Injuries that must be reported include:

- Serious injuries, accidents and illness (including anything that requires resuscitation, admittance to hospital for more than 24 hours, a broken bone of

fracture, dislocation of any major joint, loss of consciousness, severe breathing difficulties or anything leading to hypothermia or heat-induced illness)

- Eyes (penetrating injury, or chemical or hot metal burn to the child's eye)
- Substances and electricity (from absorption of any substance by inhalation, ingestion or through the skin, from an electric shock or burn, where there is reason to believe it resulted from exposure to a harmful substance a biological agent, a toxin or an infected material)
- food poisoning where at least two children are affected

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must also be reported to the HSE.

The Head must keep a record of any reportable injury, disease or dangerous occurrence. This must include:

- the date and method of reporting;
- the date, time and place of the event;
- personal details of those involved;
- a brief description of the nature of the event or disease.

This record can be combined with other accident records.

The following accidents must be reported to the HSE:

- Involving employees or self-employed people working on the premises:
  - accidents resulting in death or major injury (including as a result of physical violence)
  - accidents which prevent the injured person from doing their normal work for more than seven days

For definitions, see [HSC/E guidance on RIDDOR 2013, and information on Reporting School Accidents](#)

The Head must complete the RIDDOR Form on MSP and email it to the Group Estates and Health and Safety Manager who will report the incident to HSE and also to our insurers where appropriate.

### ***Record keeping***

The Principals must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of three years**. (see HSE Guidance for Incident reporting in schools 2013)

Kindergarten's central record: Records of all accidents, incidents and near misses, including RIDDOR records are retained within the First aid folder.

The Head ensures that a record is kept of any first aid treatment given by first aiders or appointed persons with the following information recorded:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.

Parents are informed by the Head of any significant incidents via TomCom.

## **Monitoring**

Accident records are reviewed every term by the Head and Group Estates and Health and Safety Manager to identify any trends or areas of significant concerns. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

## **REFERENCES**

This Policy has been informed by:

DfE Statutory framework for the early years foundation stage (September 2023)

Management of Health and Safety at Work Regulations 1999 (amended 2003 /2006)

Health and Safety (First Aid) Regulations 1981 (amended 2013) RIDDOR (2013)

DfE Guidance First aid in schools, early years and further education (February 2022)

Ofsted: Report a serious childcare incident