



Nursery School



Duke Street Nursery School

# The Federation of Duke Street and Highfield Nursery Schools

## First Aid policy

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At the Federation of Duke Street and Highfield Nursery Schools we endeavour to provide the very best possible care for our pupils by having all staff trained in paediatric first aid.

### **First Aid Equipment**

First Aid Kits are available throughout each classroom and kept in the bathroom cupboards in each classroom. In addition we have a first aid kit available in the school office; and kitchen areas.

The first aid kits are checked termly and supplies ordered if required.

Travel bumbags first aid kits are also available and taken on local community trips and other trips.

All staff and visitors accidents are reported on oracle and via LCC incident form and RIDDOR.

### **Accident forms**

Each keyworker completes an accident form for any child that has had an accident/bump/hurt themselves. The accident form is signed by parent that day when they collect the child and is filed in the accident folders.

Child's full name .....	
Date entry made .....	Date of accident..... time of accident .....
Place and circumstances of accident/incident.....	
.....	
.....	
Detail injury suffered and treatment given if necessary .....	
.....	
.....	
Ice packs/cold compress <input type="checkbox"/>	<p>Circle area of the body as appropriate</p>
Plaster applied <input type="checkbox"/>	
Dressing applied <input type="checkbox"/>	
Parent contacted <input type="checkbox"/>	
Any recommended follow up (staff complete) .....	
Signature of person making this entry.....	
Print name.....	
First aider/witness.....	
Signature of parent/carer.....	
Print name.....	
<b>FOR OFFICE USE ONLY</b>	
Parent Contacted (Time and Who?) .....	
Parent Signed (Time) .....	

Plastic gloves are to be worn when dealing with all first aid incidents. Bloods/soiled dressing should be disposed off in the toilet. Used gloves to be disposed in the toilet bin.

Following an accident or incident the keyworker will administer first aid and complete an accident form and assess and contact the child's parents if necessary if they feel the child needs to go home at that point. All children's details are kept in the school office and available for staff to access.



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More serious accidents, SLT will be informed to provide assistance at that time and manage the emergency preparedness response and policy.

### **Head injuries**

The parent will sign the accident form on collection and in attention at “bumped head” wristband will be put on the child to alert the parent on pickup.

Following an accident or incident the keyworker will administer first aid and complete an accident form and assess and contact the child's parents if necessary if they feel the child needs to go home at that point.

### **Treatment of injuries**

Children are predominantly treated for any injuries in either the bathroom or in the nursery environment if appropriate.

### **Monitoring of injuries**

Accident forms monitoring happens every term, and the report/results are discussed during staff meeting and reviewed by the Health and safety governor at the health and safety walkthrough each term.

### **Dealing with emergencies**

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent will then be contacted.

If a child needs hospital treatment in a non-urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, then a member of staff, most likely, the Head Teacher will drive the child to hospital. The child should be strapped into the back seat and another member of staff should sit in the back with the child. Every attempt to contact the parents will be made by the school.

As general policy, if staff are giving care to infected children that have cuts and abrasions, these should be covered with waterproof plasters or other suitable dressings.

### **Cleaning of body fluids**

Bodily fluids, for example, blood, vomit, urine and faeces should be cleaned up safely. Spillage compound should be used on any liquids to make disposal easier and safer. Faeces and urine should be eliminated or discarded into the toilet in the normal manner, if possible. Soiled waste and blood should be disposed of into a yellow clinical bag then placed in the sanitary bin in the staff toilet.

### **Off site trips**

For trips off site first aid kits and sick buckets containing essential cleaning aids are taken. A person trained in paediatric First Aid should accompany the children on the visit.



The Health and Safety Executive take the view that provided the school management and staff act in accordance with the health and safety policy and guidelines issued by the LEA, asking advice when in doubt, and then there should be no difficulty in meeting Health and Safety obligations. This approach, will also ensure that Head Teachers, Governors and Staff remain within the protection of the LEA's insurance policies.