Tots 2 Toddlers

First Aid

Intent of policy:

Children often have accidents, and it is important that staff are able to deal with these and that they can prevent the situation worsening and prevent other children and staff coming to harm.

Implementation of policy:

* In the event of injury or medical emergency, if possible contact the appointed First Aiders.
* Any child complaining of illness or who has been injured is dealt with by a qualified First Aider and treated when necessary.
* A first aid box is kept up to date in both rooms, and in the office.
* Constant supervision will be provided. Parents should be contacted as soon as possible so that the child can be collected and taken home.
* Parents are contacted if there are any doubts over the health or welfare of a child.
* IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE.
* The nursery recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff).
* No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff under St. John’s Ambulance guidelines. In an emergency, if a first aider is unable to provide help they can direct another member of staff on what action to take. (For example, taking turns during CPR).

For their own protection and the protection of the patient, staff who administer first aid should take the following precautions:

* Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing.
* Hands should be washed before and after administering first aid.
* Disposable gloves should be worn.
* All serious accidents should be reported to the manager or First Aider who should call an ambulance and the child’s parents ASAP (numbers located in the children’s folder, located in the office.)
* In the event of a serious incident an ambulance is called and a member of staff accompanies the child to hospital. Parents are asked to go immediately to the hospital.
  + If staff are concerned about the welfare of a child they should contact the manager immediately.
  + If an injury has been sustained, the child should not be moved.

Out of nursery:

* A mobile phone must be taken on any outings.
* Life-saving medication, such as inhalers or epi pens, must be taken.

Action at an Emergency(To be undertaken by trained First Aider)

• Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe, look at injury: Is there likely to be a neck injury?

• Assess the casualty for responsiveness: Does the casualty respond.

• IF THERE IS NO RESPONSE:

• Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.

• Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give 5 initial rescue breaths wait for any response if none start sequence 30 chest compressions to 2 rescue breaths when dealing with babies this is done with two to three fingers in the middle of the chest.

• Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR).

Incident Reporting

• All incidents, injuries, head injuries, ailments and treatment are reported in the accident folder, kept in the manager’s filing cabinet.

• Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.

• First Aiders contact parents by phone if they have concerns about the injury.

• Staff should complete the accident form if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

* The member of staff or other supervising adult concerned should seek medical advice without delay.

Body Spillages/HIV

• No person must treat a child who is bleeding, without protective gloves.

• Protective gloves are stored in the bathroom and first aid boxes.

• All body fluid spillage's (vomit, diarrhoea and blood) must be cleaned immediately with blue paper and designated bowl (kept in office) all blue paper gloves and apron to bagged and disposed of in nappy bin. This is vital if spread of infections is to be reduced.

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| Review Date: | Signed: | Next Review Due: |
| 01/09/2021 | H Waller | 01/09/2022 |