

<b>POLICY TITLE</b>	<b>Kindergarten First Aid Policy</b>
<b>Policy Area</b>	Safeguarding
<b>Author</b>	DS
<b>Relevant Statutory Regulations</b>	Health and Safety (First Aid) Regulations 1981 Health and Safety at Work etc Act 1974 and associated regulations School Premises (England) Regulations 2012 Education (Independent School Standards) Regulations 2014
<b>Senior Team Lead</b>	Head of School
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<b>Reviewed by</b>	E Le Gendre

## **Introduction**

This policy is to ensure that there is adequate First Aid provision for children in Kindergarten at The London Acorn School. First Aid is the emergency care given to an injured person before professional medical care or an ambulance is available.

## **Trained First Aid Staff**

All staff in Kindergarten are fully paediatric first aid trained (PFA) with a local authority approved trainer. This training is renewed every three years. All new members of staff will be provided with training within the first three months of their appointment. This is in line with the requirements of the EYFS (2021).

A list of all current PFA trained staff is available in the office.

When children are taken off site the teacher in charge is responsible for ensuring there are adequate PFA trained staff to children ratio.

## **Location of First Aid Boxes**

Kindergartens have their own first aid boxes in their rooms. There is a first aid box located in the medical area of the office. Each kindergarten has a “bum bag style” first aid bag, which must be taken on all walks.

## **Contents of First Aid Boxes**

Contents of the boxes will be checked half termly and also replenished after an accident requiring treatment.

## **Hygiene Procedures**

Staff must wear disposable gloves when dealing with accidents involving spillage of bodily fluids.

## **First Aid Procedure**

All injuries are normally treated by a staff member who holds a current PFA certificate. They will need to:

- Assess the injury and take appropriate action.
- All injuries that are treated must be recorded on a Accident Form. A copy should be kept on file. Parents/carers must be informed when they collect their child and sign the Accident Form. Consideration will be given to whether the parents/carer need to be contacted prior to this.
- Parents/carers must be informed as soon as possible when a child has sustained a head injury, a Head Injury Form will be filled in. Whether the child stays in Kindergarten will depend on the

severity of the head injury. This decision is to be made by PFA trained staff and the parent. When the child goes home the parents must be given a Head Injury Form by the person dealing with the incident.

- Parents/carer must be informed of any injury whilst in Kindergarten and treatment given, on the same day or as soon as is reasonably practical.

## Medical Emergencies

This is when an injury/illness requires immediate medical help or further assessment by a medical practitioner.

- When a child requires further hospital treatment but it is not an emergency, the parents will be contacted to come and collect the child.
- In circumstances when parents/carer have not been able to be contacted and the child requires further hospital treatment two members of staff will need to escort the child to hospital, one to drive and one to look after the child.
- When an ambulance has to be called it is best practice for the person who was at the scene of the accident to contact 999 so clear, accurate information can be given. Parents/carers and staff must be informed.
- The accidents/incidents warranting emergency care include situations such as:
  - Head injuries where there is a loss of or suspected loss of consciousness.
  - Sudden collapse.
  - Major wounds needing medical attention.
  - Suspected fractures.
  - Spinal injuries.
  - Use of an EpiPen
  - Major Asthma, Diabetic, Epileptic event.

The above list is not exhaustive.

In the event of the emergency services being contacted the below must be considered:

- A member of staff must accompany and stay with the child until the parent(s)/carer arrives. There must be a separate driver.
- Contact details about the injured child must be taken to the hospital. Once at the hospital, and the child is registered it is then the hospital's responsibility for further medical contact with the parents.

## Reporting of Accidents and Incidents

All serious accidents, illness, injuries or death of a child must be reported to Ofsted as soon as possible but not later than 14 days following an incident.

Following a serious accident or injury a risk assessment should be undertaken.

## Minor Injuries

Often children in this age group will have bumps and minor injuries in the Kindergarten environment.

The key points to consider in the management of these injuries are:

- To give the child plenty of reassurance.
- To clean and get a cut covered as quickly as possible. Cleaning should be with water only and no creams or ointments applied.
- Staff to complete an Accident Form.
- Staff to feedback to parents/carers on collection of child or as soon as is reasonably practical, dependent on injury.
- Parents to sign Accident Form when deemed appropriate.

## Body Fluid Spillage Policy

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect staff and others from the risk of cross infection. In order to minimize the risk of transmission of infection staff should wear disposable gloves and clean the environment, if affected, as soon as possible. Other children should be kept a safe distance away from the incident.

## Homeopathic remedies

No medicines, including homeopathic remedies, are to be given to any child unless they have a prescription and Medicines form signed by the parent. This includes the use of arnica.

**Related policy:** Administration of Medicines Policy