

FIRST AID POLICY

We believe that the well-being and safety of children is of paramount importance and in order to ensure this we have robust First-Aid Policies in place. The First Aid Officers are: Goli Adl, Vesna Jokovic & Marlena Oblika. Furthermore, in excess of half of our staff are first aid trained.

First aid is defined as 'the help given to a sick or injured person until full medical treatment is available'.

The responsibilities of a first aider include:

- Assessing the situation
- Protecting from danger
- Getting help
- Prioritising treatment
- Minimising infection risks
- Reporting and recording

Emergency Numbers: 999 and 112

Preparing for and Attending to an Emergency:

The first Aid Officer will calm the child, wear gloves then treat injuries as indicated below (999 or 112 will be called if the event of serious injuries or if a child loses consciousness or their condition deteriorates):

- Should a child develop a sudden temperature, they will be made comfortable, their shoes and warm clothes removed while awaiting collection.
- **Should the child's temperature exceed 38 parents will be contacted and asked to collect the child and email the nursery to specify a Calpol dosage while the child awaits collection.**
- Cuts and grazes will be thoroughly washed and cleaned with drinking water, gently dried with a sterile swab, then a sterile plaster or a low-adherent dressing will be applied as required.
- Embedded objects in a wound will be covered using a sterile dressing while the child awaits hospital treatment.
- Objects stuck in the nose, ear or other orifice require hospital attention.
- Visible splinters will be removed by the First Aid officer but anything that is embedded stings will require hospital attention.
- Minor nosed bleeds will be treated at the nursery.
- Minor eye injuries which involve the presence of dust particles in the eye will be treated by washing the eye with clean water.

- Minor head injuries will be treated by administering a cold compress to the affected area. Parents will be informed immediately. In the event of a serious head injury 999 will be called.
- Burn injuries will be treated by running clean tap water on the injured area until appropriate medical attention is sought.
- In the event of poisoning, we will attempt to dilute the substance or wash it away with water. If the child can swallow and does not feel sick, we will get them to rinse out their mouth and give them frequent sips of milk or water. 999 will be called.
- Broken bones and dislocations require hospital attention. 999 will be called.
- Smoke annihilation will be treated by moving the child to an area with more air flow and making them comfortable until the ambulance arrives.
- Electric shock injuries will be treated by making the child comfortable while awaiting the arrival of the ambulance.
- In the event of choking the child will be encouraged to cough the object up. If unsuccessful, back blows and abdominal thrusts will be applied.
- The child will be placed in the recovery position if they are unconscious. 999 will be called.
- The First Aid Officer will administer CPR should a child stop breathing. 999 will be called.
- It is very important to clear the airway.
- First aid boxes are available in the classrooms, kitchen and office.
- Telephones are available in the classrooms, kitchen and office.
- Appropriate ratios are maintained at all times.
- A detailed risk assessment of the school environment is carried out daily.
- A correctly stocked first aid kit is available at all times in all areas of the nursery.
- All contact details and information about children's medical conditions and treatments required are kept up to date.
- A record of allergies and medical conditions indicating the child's first name is displayed in the classrooms and the office as well as the kitchen. Staff members are also provided with a copy.
- Hot drinks and objects are not allowed on school premises and taps have been fitted with thermostats.
- Cleaning detergents are kept in locked cabinets and out of the reach of the children.
- Staff are required to complete a health disclosure form each term.
- The accident records will be used as an indicator of a regular pattern of accidents and appropriate preventative measures taken.

Allergies

We aim to keep children safe from allergic reactions by keeping Vineyard Organic Day Nursery a seed and nut free environment. Occasionally other allergens might be excluded from the nursery environment. This will depend on the level of risk it may pose to a child.

- Strict instructions are recorded by parents in the Medical File, regarding the administration of any allergy medication and the information is communicated to all staff.
- Parents are asked to demonstrate the administration of medication to one of the first aiders.
- Medication will be readily accessible and clearly labeled with the child's name and instructions for use. Staff will be trained to recognise the symptoms of an allergic reaction and to react appropriately when necessary.
- Medication is stored safely in the office. Only children's epi pens will be kept in the child's classroom.

Allergic Reaction:

Symptoms:

- Rash/hives
- Swollen lips
- Feeling sick
- Stomach-ache
- Change in behaviour

Treatment:

- Allergy medication to be administered as instructed by parents.
- Contact parents while child is made comfortable by staff.

Anaphylaxis:

Symptoms:

- Feeling faint
- Shallow breathing/fast breathing
- Wheezing
- Fast heartbeat
- Clammy skin
- Confusion/anxiety
- Collapsing/ losing consciousness

Treatment:

- Epi-pen will be administered as instructed.
- An ambulance will be called a member of staff will accompany the child to hospital.
- A member of staff will remain with the child and ensure their safety by removing surrounding obstructing and dangerous objects.
- Contact the parents.

Adopted: September 2023

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