

Scalloway preschool First Aid Policy

INTRODUCTION

Scalloway Preschool makes every effort to ensure that all children are safeguarded and well cared for. The children are the centre of our focus in all decision-making and arrangements. The preschool sees adequate First Aid provision as vital in the daily process of caring for the children.

The preschool keeps records of illnesses, accidents, and injuries, together with an account of any first aid treatment, non-prescription medication or treatment given to a child.

New staff are given information on all of the preschool policies as part of their induction.

Implementation: Practical Arrangements

The first aid boxes are located above the large sinks in the under 5' room. The contents of the first aid boxes are checked regularly by management.

First aid boxes will be restocked immediately when required.

Practical Arrangements at the point of need

Any member of nursery staff can administer first aid to a child in line with the following procedures:

- Administer first aid as appropriate
- Call for help if appropriate
- Call emergency services if required
- Ensure everyone is safe and the injured party cared for and accompanied
- Call the parents if appropriate immediately after the incident
- Record the incident / accident
- Ensure that everyone relevant knows
- Take any further action as required

If an ambulance is required for emergency treatment, a senior member of staff will accompany the child to hospital. The parents will be notified immediately.

Staff members should call emergency services as soon as it becomes clear the injury is beyond the nursery's capability and the health of the child is compromised; if in any doubt, refer immediately to a member of the Senior staff.

Recording accidents and informing parents

Members of Staff who deal with an accident or injury must record the incident in the Accident / Incident forms and inform management.

Parents are always contacted if a child suffers anything more than a trivial injury, or suffers a head injury or if s/he becomes unwell, or if we have any worries or concerns about his/her health. Parents are encouraged to contact the preschool if they have any concern relating to their child's health.

Non Serious Injuries

Parents will be informed of the accident when the child is collected from the preschool at the end of the session. The staff will share the accident/incident form, parent will be asked to sign it, one copy is to be kept by parent and another one will be kept at the preschool.

Records include:-

- the date, time and place of incident
- the name of the injured or ill child
- details of the injury/illness and what first was given
- what happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to playroom, went to hospital)
- name and signature of the person dealing with the incident along with a witness.

Qualified Staff

All staff receive First Aid training at least every 3 years.

Protocol for Administration of Medicines at preschool

Refer to Administration of Medicine Policy

Arrangements for children with particular medical needs

Prior to joining the preschool, all medical details are required so that the preschool can provide the level of care expected. Where appropriate, parents and Management, along with any relevant members of staff, will meet prior to a child joining the preschool to ensure such provision is in place.

Special arrangements, such as, training are made when necessary to ensure medical needs are met.