

The Enchanted Wood Day Nursery Ltd: Staff Qualifications, Training, Support and Skills

First aid

Policy statement

At The Enchanted Wood Day Nursery Ltd, staff members are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with a current first aid certificate is on the premises, or on an outing at any one time. Newly qualified staff members who achieved an early years qualification at level 2 or 3 on or after the 30th June 2016 also have a paediatric first aid certificate. The first aid qualification includes first aid training for infants and young children. When choosing a training provider we ensure that the training is relevant for those who are caring for young children.

Procedures

The first aid kit

Each room has their own first aid kit and box, this is checked termly by our first aid box coordinator who audits what is needed and expiry dates. The first aid box in the office area is a First Aid at work kit for staff members. The outing bag has its own first aid kit.

In addition to the first aid equipment, the nursery provides disposable plastic aprons, disposable gloves, cold compresses and thermometers.

- Information about who has completed first aid training and the location of the first aid boxes is provided to all staff members and volunteers. A list of all staff members and volunteers who have current Paediatric First Aid Certificates is made available to parents.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- There is a named person in the Nursery who is responsible for checking and replenishing the first aid box contents.
- Medication is only administered in line with our Administering Medicines Policy.
- In case of minor injury or accidents, first aid treatment is given by a qualified first aider.
- In the event of minor injuries or accidents, we normally inform parents when they collect their child, unless the child is unduly upset, or we have concerns about the injury. In which case we will

contact the child's parents for clarification of what they would like to do, i.e. whether they wish to collect their child and/or take them to their own GP.

- An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken. A member of staff or the management team would accompany the child and wait for the arrival of their parents/carers.
- At the time of each child's admission to the nursery, parents/carers sign a consent form allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to hospital.
- Accidents and injuries are recorded in our accident record log and where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.

Legal framework

- Health and Safety (First Aid) Regulations (1981)