

Pre-school First-Aid Policy.

First aid policy

The staff at Parkland Pre-school accepts its responsibility towards First aid and will provide materials, equipment and ensure that children and staff are treated in the most appropriate environment available.

UNDER THE HEALTH AND SAFETY (FIRST AID) REGULATIONS

- A first aid kit will be accessible in Pre-school and a travel kit will go with a member of staff at all times for outdoor activities
- An Icepack will be stored in the freezer compartment of the fridge which is located in the Pre-school kitchen
- Regular training to ensure up to date practice is followed.
- Report, record and when necessary investigate all accidents - see Health and Safety Policy (RIDDOR).
- Place individual First aid duties on Sarah Duckett – who will provide staff on the arrangements for first aid and be the appointed First aider.
- Undertake a risk assessment for first aid.
- If a child needs first aid treatment, and depending on the injury, they will be treated in Pre-school which can offer:
 - Running water
 - Drinking water
 - First aid kit
 - A chair
 - Telephone for communicating with emergency services

* Parental consent will be obtained prior to administering medication to children – Inhalers or epipens. Parents will be expected to fill in a request to administer medication form.

Medicines other than those prescribed by a doctor cannot be administered under any circumstances.

Whether we believe the injury to be serious or not, we will phone the parents to inform them about an injury which involves:

- Bumped heads
- Cut mouths
- Awkward falls on wrist, arms, back, legs. We will treat as potential breaks.

We will then let the parents make the decision to let us monitor if we believe them to be ok, or come and collect them. If the child stays at the Pre-school they will be monitored every 15 minutes.

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When is an ambulance required?

When a serious accident has occurred involving the following:

- Unconsciousness
 - Serious bleeding – which will not stop
 - When someone has fallen down and can't be moved
 - Major head/ spinal
 - Major break – leave child/ adult in fall position
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- All first aid treatment will be recorded in accident forms. NCC Health and Safety Dept will be informed if child/staff member is sent straight to hospital from Parkland pre-school
 - Ofsted will be notified if the child remains in hospital for longer than 24 hours

This policy was adopted for Parkland preschool by Jo Andrews	11.8.15
Signed on behalf of the Management Committee/Proprietor	
Role of signatory (e.g. Chairperson etc.)	
Review Date: August 2016	