



Maple Medical PRU *Young Parents' Centre*



Accidents and Injuries- First Aid Policy

All staff members at Young Parents Centre Nursery have completed Paediatric First Aid training. In the event of an accident, any staff member may carry out First Aid treatment when required. Parental consent for First Aid treatment is obtained on registration on a separate consent form (see consent to seek emergency medical treatment and basic first aid form).

First Aid Boxes

Emergency First Aid Box

- Green Emergency First Aid box is situated in the nursery kitchen area.
- The box is stocked with the legal requirements for first aid and the contents are only to be used in an emergency.
- Basic first aid information is attached to the inside of the box.
- Please notify Erica Oliver (Nursery Assistant) if any items are used.

General First Aid Box (minor injuries)

- A Large Green First Aid bag containing items such as gloves, antiseptic wipes, plasters and dressings is situated in reception by the nursery door.
- Please notify the nursery assistant if any items are used.

Babies' Minor Injuries

- A First Aid trained member of staff will administer appropriate First Aid treatment (gloves must be worn).
- All children's accidents must be recorded on an accident form in the Accident file, stating the cause of the accident, the nature of the injury sustained and the treatment administered.
- Parents will be informed of the accident upon collection of their child.
- Parents will be requested to sign the Accident form on collection of their child, and will be given a copy to take home.
- Pupils who sustain a head injury must be given a copy of the Accident form to take home which has advice about head injuries on it.

- The Health Visitor may be consulted for advice/treatment or Emergency Care Practitioners contacted for advice.

Serious Injuries

- A First Aid trained member of staff to administer appropriate First Aid treatment (gloves must be worn).
- G.P. NHS Direct non-emergency number 111 may be consulted for advice/treatment
- Ambulance called
- Young mum is called from class or other emergency contacts informed immediately by telephone.
- One member of staff to stay with baby.
- All staff members to remain calm and ensure that all remaining babies are sufficiently supervised away from the injured baby.
- If the baby needs to go to hospital and their mother is not present take their Emergency Contact and Registration Form to the hospital I (kept in nursery cabinet in the nursery).The registration form carries all the baby`s information plus emergency treatment consent form signed by the parents/carers.
- Ask ambulance crew which hospital the baby will be taken to.
- If parents/carers were unable to be contacted, nursery staff to continue trying to contact parents/carers to inform them of the situation and let them know where their baby has been taken.
- The accident/treatment including hospital visit would be recorded on an accident/incident form which the young mum would be asked to sign.
- A full investigation and risk assessment will be carried out at the earliest possible convenience following the accident to ascertain the cause and to reduce any further risk.
- Statements will be taken from all staff working in the nursery at the time of the accident. This should be done on the same day.
- An emergency staff meeting will be held the following day to go through the Policy and risk assessment and to inform staff of any changes put in place to eliminate/minimise any future risk.

In conjunction with the Early Years Foundation Stage-Statutory Guidance we are duty bound to inform Ofsted of any serious injury, or death, of any child whilst in the setting. Any provider who without reasonable excuse, fails to comply with this requirement commits an offence.

Employee Accidents

- Members of staff must record their accidents on the appropriate accident form, obtainable from the nursery manager and, who will make an entry in the Accident Book.
- First Aid to be administered by designated First Aider at Work.

Date of Policy January 2019

Date of Review January 2021

Signed **Nursery Manager**.....

Chair of Management Committee.....