

## **The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School**

### **First Aid Policy**

#### **Introduction**

Each school recognises its responsibilities under the Health and Safety at Work Act, (1974) to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of all children, staff and others using or visiting the premises or participating in school- authorised activities. Headteachers and teachers are generally acknowledged to have a duty of care to the children in their care, and this policy draws upon the guidance of the 'Early Years Foundation Stage' and "Supporting children with medical conditions' . In order to achieve appropriate standards.

#### **Minor Accidents/Injuries**

Minor accidents/injuries will be dealt with by the staff of each school. There is always a first aid trained member of staff on site who is available for advice and to assist in the treatment of minor accidents/injuries.

An accident slip should be completed for every accident.

Accidents involving a head injury, open wounds, bruising or accidents which requires additional first aid treatment need to be signed by the parent. The original copy is stored for future reference. A member of SLT are informed if a child has a visible head and/or face injury.

In the event of a head injury, medical advice will be sought from a First Aider and the child's parents will be contacted by telephone. If the parent cannot be contacted the office will make every effort to contact parents/carers or emergency contacts in the event of not being able to get contact parents/carers. A text/email will also be sent if the office is unable to contact parents/carers. If it has not been possible to contact the parent/carers a member of SLT or class teacher (if available) will aim to talk to them before they collect the child.

In the event of a child remaining in nursery with a minor head injury, the child will be regularly monitored and the checked as bruising or swelling may appear later in the day or the child's condition may deteriorate.

There will be a review of all minor accidents and injuries once a term.

#### **Serious Accidents/Injuries/Illnesses**

For any serious accident, injuries or illnesses the following procedures will take place:

- A senior member of staff should be immediately informed and will assume responsibility. The senior member of staff alongside a member of staff who is first aid trained, will carry out an initial assessment. It will be decided whether the child/adult needs to go directly to hospital or, if it is a child, whether he or she is well enough to remain at school until parents/carers arrive.

- If emergency services need to be informed, the call should be made from a landline whenever possible. The child/adult needs to be in clear view of the person making the call. If an accident or incident happens in the garden area or not in clear view of a landline, a staff member needs to be sent to the office to collect the school mobile phone.

### **Adult Accidents**

- Adults who have accidents should seek treatment and advice from a First Aider (Even if they are trained themselves)
- Adult accidents are recorded and added to the Assure portal so a member of SLT needs to be notified.

### **Depending on the outcome of the initial assessment**

An ambulance will be called and the child/adult will be accompanied to the hospital by a familiar adult (if possible, in the event it's a child, the child's Key Person.) The child's parent/carer or adult's emergency contact will be contacted and informed of this action. Staff will remain with the child/adult until parent/carer/emergency contact arrives or the child/adult will remain in the care of each school until the parent/carer/emergency contact arrives.

### **First Aiders**

It is the duty of the designated, qualified first aiders to ensure that first aid provisions and treatment comply with existing statutory requirements. In the case of an accident requiring first aid, one of the first aiders is released from all other duties immediately.

The Lead First Aiders are also responsible for:

- restocking the first aid box each term and ensuring that first aid is taken on outings;
- keeping a record of the children likely to require medication during School hours;
- ensuring that all treatment given for accidents is recorded in class accident books;
- Ensuring that all medicines, asthma pumps and eczema creams are stored in a box with a lid clearly labelled with the child's name and photograph.

### **All staff**

All staff must play their part to ensure that each school is a safe and healthy place, and that they work in ways which are safe and without risk to themselves, other staff, children or parents/carers. All staff have a duty to report unsafe practices and to report accidents about the children in their care. If a member of staff or parent has an accident, it must be reported to a member of the SLT, and a HS1 form must be completed and given to a member of SLT.

### **Governors**

Health and Safety is a responsibility of the Full Governing Body. All governors, through meetings and visits, have a part to play in monitoring policy and procedure.

### **First Aid guidelines**

- All staff and children's accidents must be recorded in the appropriate accident book: all children's accidents are recorded in a class accident book, parents are asked to sign and are given a copy of the accident slip. If the accident is deemed to be serious, for example, an injury to the head, or if the child is particularly upset, the parent will be phoned straight away, given advice from the first aider, and allowed the choice to collect the child or leave the child to be monitored at school.

- Children's accidents which require medical treatment outside of school are entered onto the Assure Portal, a management investigation taken place and the findings are also recorded onto the Assure Portal. Staff who do not have direct access to the Assure Portal can complete paper forms. The HS3/HS2, kept in the main office. Staff must give completed forms to a member of SLT to carry out an investigation
- All accidents to adults must be recorded on the Assure portal. Accident records should be signed and dated, and must indicate the nature of the injury, the location of the accident, who witnessed it and what action was taken, or treatment given. Accidents must be entered on the Assure portal for Southwark within 48 hours.
- Adult accident forms are available in the main office in the accidents folder.
- **If a child is taken directly to hospital for treatment for an injury sustained at school then a RIDDOR report is submitted.**
- Disposable gloves and aprons should be used at all times when dealing with body fluids. Staff must take responsibility for their own protection, including immunisation. If a child has vomited, the area should be covered with antiseptic powder and enclosed using available furniture until it is possible for it to be thoroughly cleaned.
- All staff should be aware of how to deal with situations that may arise e.g. asthma attack, epileptic fits.
- When dealing with an injury, the child should be kept calm and reassured. The child should be removed from the class if appropriate, as the other children may cause them to become distressed.
- If a child is unwilling or unable to be moved, it is advisable to give treatment on the spot. Other children should be removed as much as possible.
- Bathe cuts in cool water. Use sterile, non-stick material such as gauze to bathe open wounds.
- If a wound is bleeding, it should be covered with plasters/dressings.
- If the wound is deep or very dirty, the parent should be encouraged to seek medical advice.
- Cleaning materials that have been in contact with blood are to be disposed of in a yellow bin.
- If a splinter is partly exposed and easily removed with tweezers, a qualified first aider can remove the splinter. If the splinter or other foreign body is embedded, call the parent/carer and recommend that they seek medical advice.
- Staff should seek the advice of one of the qualified first aiders on site if necessary, and they definitely need to be consulted if a decision needs to be made to call an ambulance. A member of staff based in the area where the accident has occurred will ring for an ambulance. The office will be asked to contact the parent.

#### **Health and Managing Medicines (Please see additional policy)**

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Policy Name

First Aid Policy

Adopted and signed on behalf of The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School by the Governing Body at the meeting on

11<sup>th</sup> December 2025

Name of Governing Body Representative

Robert Weir

Signature of Governing Body Representative



Signature of Headteacher



Date signed 11<sup>th</sup> December 2025

Date to be reviewed: Autumn 2026