

Policy Title and Number:

**First Aid Policy**

**Policy Reference Number: JIC-060**

**Legislation that informs this policy**

- EYFS Welfare Requirements
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety (First-aid) Regulations 1981
- Children's Act 1989
- Children's Act 2004
- What to do if you're worried a child is being abused 2015
- Working Together to Safeguard Children 2017
- Keeping children safe in education – Statutory guidance for schools and colleges 2017
- Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers 2015
- Protection of Children's Act 1999
- Education Act 2002
- Education Act 2011
- London Child Protection procedure
- European Convention of Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Managing Allegations against people with children (NSPCC 2010)
- The Education (Pupil Information) (England) Regulations 2005
- Equality Act 2010
- UN Convention on the Rights of the Child 1991
- Sexual Offences Act 2003
- The Adoption & Children Act 2002 updated 2006
- Safeguarding Vulnerable Groups Act 2006
- Female Genital Mutilation 2003, Updated in Serious Crime Act 2015
- Information Sharing 2015
- Mental health and behaviour in schools 2016
- Statutory framework for the early years foundation stage 2017
- Children's and Families Act 2014
- Children and Young Person act 2008
- Apprenticeships skills children and learning act 2009
- Data Protection act 1998
- Human Rights Act 1998

**This list is not exhaustive**

## **General Statement**

*Just Imagine Day Nursery – Canvey Island* is committed to providing the required numbers of first-aid trained staff to deal with accidents within our nursery or occurring on trips outside the nursery..

*Just Imagine Day Nursery – Canvey Island* provides information and training on First Aid to employees to ensure, at the very least, that Statutory Requirements and the provisions set out in our Corporate Policies are met.

Should anyone have concerns about the provision of First Aid within our organisation, they should inform a responsible person so that *Just Imagine Day Nursery – Canvey Island* can investigate and rectify the situation if necessary.

It is the responsibility of the Nursery Manager to:

- Ensure that all First Aid practices are carried out and to oversee staff giving First Aid treatment.
- Have enough trained staff on site at all times.

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- Quality control the delivery of First Aid when a need for it arises.

## Procedure

### First-aid Personnel

First-aid personnel are employees who are qualified for the role and who have been internally assessed as suitable. *Just Imagine Day Nursery – Canvey Island* will ensure that a *Designated First Aider*, suitably trained in Paediatric First Aid is on duty at all times when children are on the premises. *Just Imagine Day Nursery – Canvey Island* will also nominate an appropriately qualified person to take charge if the *Designated First Aider* is unavailable in exceptional circumstances.

First aiders are qualified personnel who have received training in accordance with HSE requirements. First-aid personnel will be provided with refresher training at regular intervals to keep their skills up to date, usually once every three years.

*Foundations for Learning* will ensure there are sufficient first-aid personnel within each workplace to adequately cover every shift. Notices will be displayed giving the location of first-aid equipment and the names and locations of relevant personnel.

### Legal Indemnity of First Aiders

It is unlikely that first-aid personnel giving assistance to a child will become subject to legal action because of a deterioration in a child's condition. However, *Just Imagine Day Nursery – Canvey Island* can guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists children who become ill or are injured.

### First-aid Boxes

First-aid boxes will be provided within setting to ensure that there are adequate supplies to enable staff to provide appropriate First Aid treatment in any of the full range of hazards. All boxes will contain at least the minimum supplies suggested by L74: *First Aid at Work Approved Code of Practice*. Only specified First Aid supplies will be kept.

The location of first-aid boxes and the name of the *Designated First Aider* responsible for their upkeep are clearly indicated on notice boards around the setting. First-aid boxes will display:

- i. The name of the person responsible for its upkeep
- ii. The nearest location of further supplies
- iii. The contents of the box and its replenishment arrangements
- iv. The location of the *Accident Forms*

First-aid boxes are to be maintained and restocked when necessary by the *Designated First Aider*, who will be aware of the procedure for re-ordering supplies.

### Portable First-aid Kits

Portable first-aid kits will be available for those staff members who are required to take children outdoors to locations where access to facilities may be restricted, such as: parks, libraries, walks

or longer outings.

### **First-aid Room**

A First-Aid Room, which is the Nursery Manager's Office or the Nursery Sleep room, is to be provided to assist first aiders when giving treatment. Access to the First-Aid Room is obtainable from the Nursery Manager. All staff, especially new recruits, must be made aware of the location of this room, which must only be used for giving First Aid during or after illness. The location of the First-Aid Room is to be arranged so that corridors and lifts, etc are large enough to allow for a stretcher, wheelchair or carrying chair to be used safely and easily.

### **Recording Accidents**

All accidents, however minor, must be recorded. *Just Imagine Day Nursery – Canvey Island* provides *Accident Forms* at setting on which the details of all incidents must be recorded. *Accident Forms* will be stored in each Nursery room.

It is the responsibility of the staff present to ensure that they complete an *Accident Form* as soon as possible after an accident.

### **First-aid Supplies**

For the purposes of maintaining first-aid supplies, *Designated First Aiders* should keep a record of supplies used, by whom and for what reason.

### **Accident/ Incident Response by Designated First Aider in emergencies**

In case of an incident (such as high temperature where parents cannot be contacted or are unavailable) it is the First Aider's responsibility to:

1. Inform the Nursery Manager as a matter of urgency.
2. Provide the appropriate First Aid immediately.
3. If this proves insufficiently effective, call an ambulance immediately.
4. Keep a written record of the First Aid treatment delivered and all other relevant actions taken.
5. Inform the Nursery Manager of the injured child or staff members.

### **CRITICAL INJURY OR SERIOUS ACCIDENT PROCEDURE**

1. The scene must not be disturbed
2. The Ambulance Service must be called immediately.
3. The Nursery Manager or Person in Charge must ensure that they and the designated First Aid Officer are available to talk to the child's parents.
4. The Nursery Manager / The Most Senior Person must notify the Director and assist in any paper work that may be required for OFSTED or RIDDOR.

Parents who have any concerns about this policy or who would like further explanations, are asked to contact their Nursery Manager.

**Date updated: July 2021**

**Date for review: July 2022**

**Links to other policies**

Medication Policy

Asthma Policy, Illness & Contagious and Infectious Conditions Policy

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