

# **STAMPERS PRE-SCHOOL**

## **Accidents and First Aid Policy and Procedure (reviewed 23.7.17)**

All members of staff at Stampers are required to hold an up to date **First Aid Certificate**. This is now a requirement of the revised EYFS (2017). New staff members are given first aid training as soon as possible after starting working in Stampers.

First Aid qualifications will be appropriate to caring for infants and young children and approved by the Local County Council.

Stampers have valid Public and Employer's Liability Insurance cover.

### **Accidents and Incidents**

In order to deal with accidents and incidents we will ensure that:

- **The first aid kit** complies with the Health and Safety (First Aid) Regulations 1981.
  - The first aid kit is regularly checked by a designated person. The designated person is **Lara Purvis**.
  - The first aid kit is clearly marked and is easily accessible to adults (labelled cupboard in disabled bathroom) and out of reach of children.
  - Equipment for asthma ie inhalers, is kept in a zip lock bag for each child needing it, labelled with their name. This will include directions for use.
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- An **accident/incident and medication log** is on the premises at all times and is easily accessible in the filing cabinet.
  - The accident/incident and medication log is completed as required with the date, time, details of the accident/incident, first aid treatment administered and signed by staff and a witness. Parents/carers will be informed as soon as possible of the accident /incident and asked to sign the accident/medication log on the day the accident occurred. The accident log is reviewed termly to evaluate any patterns or actions that needs to be taken.
  - Staff members are aware of the location of the first aid kit, accident/incident log and the procedure for reporting.
  - Parents/carers have signed the appropriate consent forms on their child's registration to the setting.
  - Medical advice/assistance is sought (GP or Hospital) where necessary.

### **Emergency Procedure**

1. ASSESS SITUATION- *SECURE FROM DANGER REMOVE OTHER PEOPLE*
  2. TREAT INJURY- *PERFORM ANY TREATMENT NECESSARY*
  3. IF NECESSARY- *CALL ASSISTANCE [DOCTOR OR AMBULANCE]*
  4. INFORM PARENTS/carers - *EITHER BY RINGING, OR AT THE END OF THE SESSION, ACCORDING TO THE SEVERITY OF THE INCIDENT*
  5. *COMPLETE NECESSARY PAPERWORK*
- ANY SERIOUS ACCIDENT WILL BE REPORTED TO THE HEALTH & SAFETY EXECUTIVE (RIDDOR) AND OFSTED.**

**See also: Health & Safety policy**

**Medication policy**

**Safeguarding and child protection policy**

**Hygiene policy**

**Sick child policy**

This Policy adopted by the Stampers Pre-school Management Committee

Signed .....Chair of Management Committee

Date.....