Albert Village Nursery

First Aid Policy and Procedure

It is our intent to minimise the frequency of accidents that occur within the nursery. We do this by carrying out appropriate risk assessments and by positive verbal instructions. Accidents do however happen, especially with nursery aged children. All Nursery staff hold a recognised First aid qualification and we will endeavour to access appropriate ongoing training. Nursery staff will administer first aid for children that display minor injuries or in the event of serious incidents, while waiting for emergency medical assistance.

A first aid box will be kept in the nursery next to the main nursery door. This box is checked weekly for its contents. We also keep a first aid bum bag for when the children are outside, which is located in the medication cupboard.

In the event of an incident or accident occurring, the staff will follow the procedure below:

1. Staff will remain calm when treating the child. They will speak in a language the child understands, giving verbal praise and encouragement.

2. A cold compress (located in the fridge) may be applied to the area, if possible allowing the child to do this.

3. A plaster may be administered (permission sought on admission form) if applicable.

4. The child will be given a 'Brave' sticker and the nursery accident/injury record completed.

5. The parent/carer will be informed on collection via verbal communication and through the accident/injury record sheet.

6 Parents/carers are asked to sign the accident/injury record to ensure clarification of the incident/accident. The top white sheet is also given to the parent/carer.

7 For a severe head injury parents/carers will be called.

8 Should the child require emergency medical attention (permission sought on admission form) 999 will be dialled and the nursery staff will follow instructions given.

9 In all emergency incidents the parents/carers will be contacted immediately and the headteacher/head of school informed.

Nose bleeds will be treated with a cold compress, applied to the bridge of the nose. Slight pressure will be applied and the head held steady. If possible the child will be encouraged to do this. The time and length of bleed will also be monitored.

Children with stomach upsets, high temperatures or any ailments that raise concerns will be monitored and the parent/carer called if applicable. Children with Diarrhoea and/or sickness must be absent from nursery for at least 48 hours.

Children who suffer from asthma and known allergies will be known to <u>all</u> staff and volunteers. Asthma inhalers are kept in a labelled box, clearly accessible to adults only. Parental permission will be sought to give the appropriate medication in the event of an attack. Parents/carers will be contacted immediately should any child show signs of a possible allergic reaction.

We actively encourage the children to tell us if they see another child hurt themselves. This ensures quick attention being given to a child who may feel shy about telling us they have hurt themselves.

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