

04 Health procedures

04.01 Accidents and emergency treatment

The pre-school provides care for children and promotes health by ensuring emergency and first aid treatment is given as required. There are also procedures for managing food allergies in section 03 Food safety and nutrition and 04 Health.

- Parents/carers consent to first aid treatment, using a plaster if deemed necessary and if necessary, emergency medical treatment from the emergency services and healthcare professional on the 09.01b Little Doves Registration Sessions Requested and Permission Form.
- At least one person who has a current Paediatric First Aid (PFA) Certificate must always be on the premises and available when children are on the premises and must accompany children on outings. We take into account the number of children, staff, staff breaks and the layout of our setting to ensure that a paediatric first aider is always available and can respond to emergencies. We ensure that the training provider who delivers PFA training to our staff are competent.
- Students and trainees have PFA training may be included in ratios at the level below their level of study if we are satisfied that they are competent and responsible.
- First Aid certificates are renewed at least every three years. There are several fully qualified Paediatric First Aiders, and all staff and volunteers know who has completed first aid training. In line with the EYFS all staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be counted in ratios.
- All members of staff and volunteers know the location of first aid boxes which is easily accessible to adults and is kept out of the reach of children. The contents of the first aid box are in line with Paediatric First Aid Made Easy by K's Aid First Aid Training (www.ksaid.co.uk)

The first aid box is accessible at all times, and contains the following items:

- 4 x triangular bandages (ideally at least one should be sterile)
- sterile dressings:
 - 3 x small
 - 3 x medium
 - 3 x large
- conforming bandage
- 1 x hypoallergenic composite pack containing 20 assorted (individually wrapped) plasters
- 2 x sterile eye pads (with bandage or attachment) e.g. No16 dressing
- eye wash
- container or 6 x safety pins
- hypoallergenic adhesive tape
- guidance card as recommended by HSE
- 2 pairs of disposable plastic (PVC or vinyl) gloves

- 1 plastic disposable apron
- a digital forehead thermometer
- tweezers for splinters
- face masks/face shield
- card for bee stings
- foil blanket
- shears
- finger dressing
- Cold packs are stored in the fridge.
- No other item is stored in the first aid box.
- Non latex single use gloves are also kept near the box as well as a thermometer.
- There is a named person in the pre-school who is responsible for checking and replenishing the first aid box contents.
- For minor injuries and accidents, first aid treatment is given by a qualified first aider; the event is recorded in the pre-school's Accident record folder. Parents/carers may have a photocopy of the accident form on request.
- In the event of minor injuries or accidents, parents/carers are normally informed when they collect their child, unless the child is unduly upset or members of staff have any concerns about the injury. In that scenario staff will contact the parent/carer for clarification of what they would like to do, i.e. collect the child or take them home, seek further advice from NHS 111 or take them to their own GP.
- In the event of a head injury or blood loss, the manager informs parents/carers to make them aware (not necessarily to collect them).
- Medication is only administered in line with the 04.02 Administration of medicine procedure.

Serious accidents or injuries

- An ambulance is called for children requiring emergency treatment if necessary.
- Parents/carers sign on the 09.01b Little Doves Registration Sessions Requested and Permission Form to give their consent to allow a member of staff to accompany their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents/carers have been informed and are on their way to the hospital
- First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, 06.07 Death of a child on site procedure is implemented and the police are called immediately.
- The 09.01b Little Doves Registration Sessions Requested and Permission Form is taken to the hospital with the child.
- Parents/carers are contacted and informed of what has happened and where their child is being taken.

- If the parents/carers do not arrive at the pre-school before the ambulance sets off for the hospital, a member of staff accompanies the child and remains with them until the parent/carer arrives.
- The pre-school manager/deputy may arrange for a taxi to take the child and parent/carer to hospital for further checks, if deemed to be necessary.

Recording and reporting

- In the event of a serious accident, injury, or serious illness, the designated person notifies the designated officer using 06.01c Confidential safeguarding incident report form as soon as possible.
- The pre-school's manager will inform other trustees (Jenny Walker) before a RIDDOR report is filed.
- If required, a RIDDOR form is completed; one copy is sent to the parent/carer, one for the child's file and one for the local authority health and safety officer.
- The trustees are notified by the pre-school manager of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care in order to be able to notify Ofsted and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, after consultation with the trustees, inform local child protection agencies of these events.

Disposal of medical/clinical waste

- Any clinical waste from bodily fluids, such as tissues, plasters, bandages are 'double bagged' in nappy sacks and disposed of in the clearly labelled 'Clinical Waste' pedal bin in the kitchen. The bin is emptied at the end of a session if necessary.
- All staff handling any clinical waste must wear protective disposable gloves.
- There is a designated emergency box containing tissues, wipes, disposable gloves and nappy sacks which accessible in the kitchen next to the hatch, out of the reach of children.

Further guidance

[Accident Record](#) (Alliance Publication)

Choosing a first aid training provider <https://www.hse.gov.uk/pubns/geis3.htm>