



3.2 First Aid

Policy statement

Woodlands makes every effort to ensure that all children are safeguarded and well cared for. The children are the centre of our focus in all decision-making and arrangements, Woodlands sees adequate First Aid provision as vital in the daily process of caring for the children.

Woodlands keeps records of all illnesses, accidents, and injuries, together with an account of any first aid treatment, non-prescription and prescribed medication or treatment given to a child. All new employees are given information on all of the policies as part of their induction and all staff are kept up to date with any policy changes or changes in medication for any children.

First Aiders

All staff are Paediatric infant & child first aid level 3 trained and responsible for administering immediate first aid to children or adults, the management team however have overall responsibility for first aid and are also the designated workforce first officers.

There will always be a member of staff on site who holds a full paediatrics first aid certificate.

All staff members undertake full first aid training every 3 years.

Procedures

Should a child or adult suffer an accident or require urgent medical attention, the following procedure must be followed:

For suspected breaks or fractures

- A cold compress will immediately be applied
- Where there is an open fracture or break medical attention will be requested from the emergency services.
- In the event of a closed fracture or break, the area where possible will be immobilised to prevent further damage and the parents/next of kin will be contacted immediately.

In the event that If parents/carer/next of kin cannot be contacted, a message will be left asking them to contact Woodlands urgently. The child's emergency contact person may have to be informed in the case of parents being unavailable.

Should a child/adult need to go to hospital the following will happen: -

- A member of staff will accompany the child to hospital and stay with them until their parent/carer arrives. The child's medical information form will be taken with them to provide details of their emergency contact numbers, medical conditions, allergies and family doctor. (Please ensure you notify us of any changes)
- A Medical Incident Form will be completed and a full investigation into the accident will be carried out.

Non-Serious Injuries

Parents will be informed of the accident via our online systems immediately, all records are reviewed regularly by Management team and action taken to minimise the likelihood of recurrence.

Records include: -

- the date, time and place of incident
- the name of the injured or ill child
- details of the injury/illness and what first was given
- what happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to playroom, went to hospital)
- name and signature of the person dealing with the incident along with all employees present in the setting at the time.

First Aid Boxes

The first aid boxes can be located in the kitchen, there is a sign clearly sign posting everyone to where the first aid box can be located. The contents of the first aid boxes are checked regularly by an appointed person. The first aid boxes will be restocked immediately when required.

Any member of Woodlands staff can administer first aid to a child in line with the following procedures:

- Administer first aid as appropriate
- Call for help if appropriate
- Call emergency services if required
- Ensure everyone is safe and the injured party cared for and accompanied
- Call the parents if appropriate Immediately after the incident
- Record the incident / accident
- Ensure that everyone relevant knows
- Take any further action as required

Recording accidents and informing parents

Members of Staff who deal with an accident or injury must record the incident in the Accident / Incident forms either online or on paper and inform management team as soon as possible. Parents are always contacted if a child suffers anything more than a trivial injury, or suffers a head injury or if s/he becomes unwell, or if we have any worries or concerns about his/her health. Parents are encouraged to contact the Woodlands if they have any concern relating to their child's health.

Qualified Staff All staff receive First Aid training at least every 3 years. Every member of staff are all currently trained in paediatric first aid. Our workplace first aiders are:

- Lisa Brown
- Jane Riches

Care Plan

Woodlands recognises that some children may have medical conditions that require additional support so that they can attend school regularly and take part in activities. (Refer to Supporting Children with Medical Conditions Medical Policy)

- Care Plans will be developed for all children with medical conditions requiring support during session time.
- Plans are developed with input from the parent/carer.
- Plans are reviewed termly by the management team, SENCo or key person with input from the parent/carer.

- Parents/carers are expected to inform Woodlands of any change in their child's condition or medication requirements.
- Parents/carers are expected to supply Woodlands with any life-saving prescription medication their child may require.
- All staff are briefed on the child's medical requirements and administration of any medication.

Protocol for Administration of Medicines at Woodlands please refer to **Administering Medicines** and **Calpol Policy**, for children with particular medical needs prior to joining the Woodlands please see our **Supporting children with medical conditions policy**, all medical details are required so that Woodlands can provide the level of care expected. Where appropriate, parents and the Management team along with any relevant members of staff, will meet prior to a child joining the to ensure such provision is in place. Special arrangements, such as, training are made when necessary to ensure medical needs are met.