First Aid

The contents of the first aid boxes are regularly checked by a qualified first aider.

At all times there is a minimum of at least two staff, qualified to administer first aid at each session.

We aim for all our members of staff to hold a current certificate in First Aid and staff update their training every three years as required.

Any injuries, diseases and dangerous occurrences will be reported both to OFSTED and to the Health and Safety Executive (RIDDOR)

There are two first aid boxes on the premises at each setting;

Alburgh

One first aid box is kept on the shelf in the main bathroom

The second first aid box is located in the kitchen on the work surface.

The accident and incident record books are kept on the shelf in the main room. These are regularly monitored by the Health and Safety coordinator Karen Edwards; any significant or recurring accidents are reviewed and discussed at staff meetings, and any agreed, necessary changes are put into place.

Michaela Hollis is responsible for checking and ensuring that all the first aid boxes are suitably stocked.

Harleston

One first aid box is kept on the wall in the staff bathroom.

The second first aid box is in the middle room, on the shelf next to the telephone.

The accident and incident record books are kept on the shelf by the front door. These are regularly monitored by the Health and Safety coordinator Emily Waterfield; any significant or recurring accidents are reviewed and discussed at staff meetings, and any agreed, necessary changes are put into place.

Emily Waterfield is responsible for checking and ensuring that all the first aid boxes are suitably stocked.

Reporting incidents/ accidents to parents/ carers

In the event of an incident or accident occurring a report is completed by the staff member that has witnessed the event. If the accident and injury is minor e.g. trip, fall, cuts, bruises to limbs or torso, face, etc…. The staff member completing the accident form will write brief details on the wristband of the occurring event, attach it to the child's wrist and in the signature box on the incident form write (wrist band) the top copy will be put in the child's bag for further reference to parents.

If the incident is considered more serious and staff feel that the parent should be told, before the child is collected, because;

- The child has received a more serious head injury which could lead to concussion and/or need medical attention
- The injury is considered more serious and parental advice or health care advice needs to be sought
- A deeper cut which may need medical advice or attention
- The child is in distress and inconsolable or requires medication for pain relief
- Or staff take the decision that the parent/ carer would just appreciate notification so that they can decide the appropriate action that they would like to take.

If the matter is considered urgent, then a staff member will contact the parent/ carer via the phone to discuss the situation. They will then write in the signature box on the accident form (telephone) and ask the parent to sign the form on arrival.
If the matter is considered non-urgent, then the staff member will message the parent/carer on Family to give more details of the accident/incident and then write (Famly) in the signature box.

In all cases the top copy will be placed in the child's bag ready for when they are collected, with the correct notification approach written in the signature box.