Nexus Education Schools Trust

First Aid Policy

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First Aid Policy

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1. Aims

The aims of our First Aid Policy are to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

The expectation is that this policy should also cover out of hours arrangements, e.g. lettings/parents evenings.

2. Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in nurserys and health and safety in nurserys, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and have qualified first aid personnel.
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept.
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records.
- The Education (Independent Nursery Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

This policy complies with our Funding Agreement and Articles of Association.

3. Roles and Responsibilities

In Nest Nurseries, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the layout and location of the nursery. The appointed person does not need to be a trained first aider but it is good practice to ensure appointed persons have emergency first aid training.

The minimum provision must be supplemented with a risk assessment to determine any additional provision. First aid provision must be available at all times while people are on the nursery premises and also off the nursery premises whilst on nursery visits.

At a minimum, the first aid provision should be:

- an appropriately stocked first aid container
- an appointed person to take charge of first aid arrangements

- information for employees on first aid arrangements

In the light of their legal responsibilities for those in their care, nurseries should consider the likely risk to pupils and visitors and make allowance for them when drawing up policies and deciding on the numbers of first aid personnel.

3.1 Appointed person(s) and first aiders

The nursery's appointed person(s) are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

First aiders are trained (using a HSE approved course) and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
- Sending pupils home to recover, where necessary.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in Appendix 3).
- Keeping their contact details and training up to date.

The nursery's appointed person(s) will be displayed prominently around the nursery.

3.2 The Nest Nurseries Lead

The Nest Nurseries Lead is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed people and/or trained first aid personnel are present in the nursery at all times.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that risk assessments are undertaken, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space and equipment is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary (see section 6).
- Regularly review the nursery's first aid needs
- Review the accident book at least termly to consider any patterns or repeating accidents so that appropriate adjustments can be made.

3.4 Nursery Staff

Nursery staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in the nursery are.
- Completing accident reports (see Appendix 3) for all incidents they attend to where a first aider/appointed person is not called.
- Informing their Line Manager of any specific health conditions or first aid needs.

4. First Aid Procedures

4.1 Nursery procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in nursery, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, parents/cares will be contacted immediately.
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

4.2 Off-site procedures

When taking pupils off the nursery premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details.

Risk assessments will be completed prior to any educational visit that necessitates taking pupils off nursery premises.

There will always be at least one first aider with a current paediatric first aid certificate on nursery trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First Aid Equipment

All first aid containers must be marked with a white cross on a green background, and must be signposted where sited.

A typical first aid kit in our nursery will include the following:

- A leaflet with general first aid advice (available from the Health & Safety Executive)

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The nursery office
- The nursery classroom

6. Record-Keeping and Reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at Appendix 3.
- Records held in the first aid and accident book will be retained by the nursery for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

The relevant member of staff will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). See HSE Incident reporting in nursery's guidance. https://www.hse.gov.uk/pubns/edis1.pdf

The relevant member of staff will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs

    - Serious burns (including scalding)
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the relevant person will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Where an accident leads to someone being taken to hospital.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpel tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids, alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g. from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent.
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to nursery include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE http://www.hse.gov.uk/riddor/report.htm

6.3 Notifying parents

The relevant staff member will inform parents of any accident or injury sustained by a pupil - where first aid treatment is given - on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and Child Protection Agencies

The Nest Nurseries Lead will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the nursery's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Nest Nurseries Lead will also notify Bromley MASH Team of any serious accident or injury to, or the death of a pupil while in the nursery's care.

6.5 Information to be recorded

The following information must be recorded in the event of an accident or injury sustained by a pupil or member of staff:

- Date, time and place of the incident
- Name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately after
- Name and signature of the first aider or person dealing with the incident

7. Training

All nursery staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The nursery will keep a register of all trained first aiders, what training they have received and when this is valid until (see Appendix 4).

The nursery will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the nursery will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least one staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Monitoring Arrangements

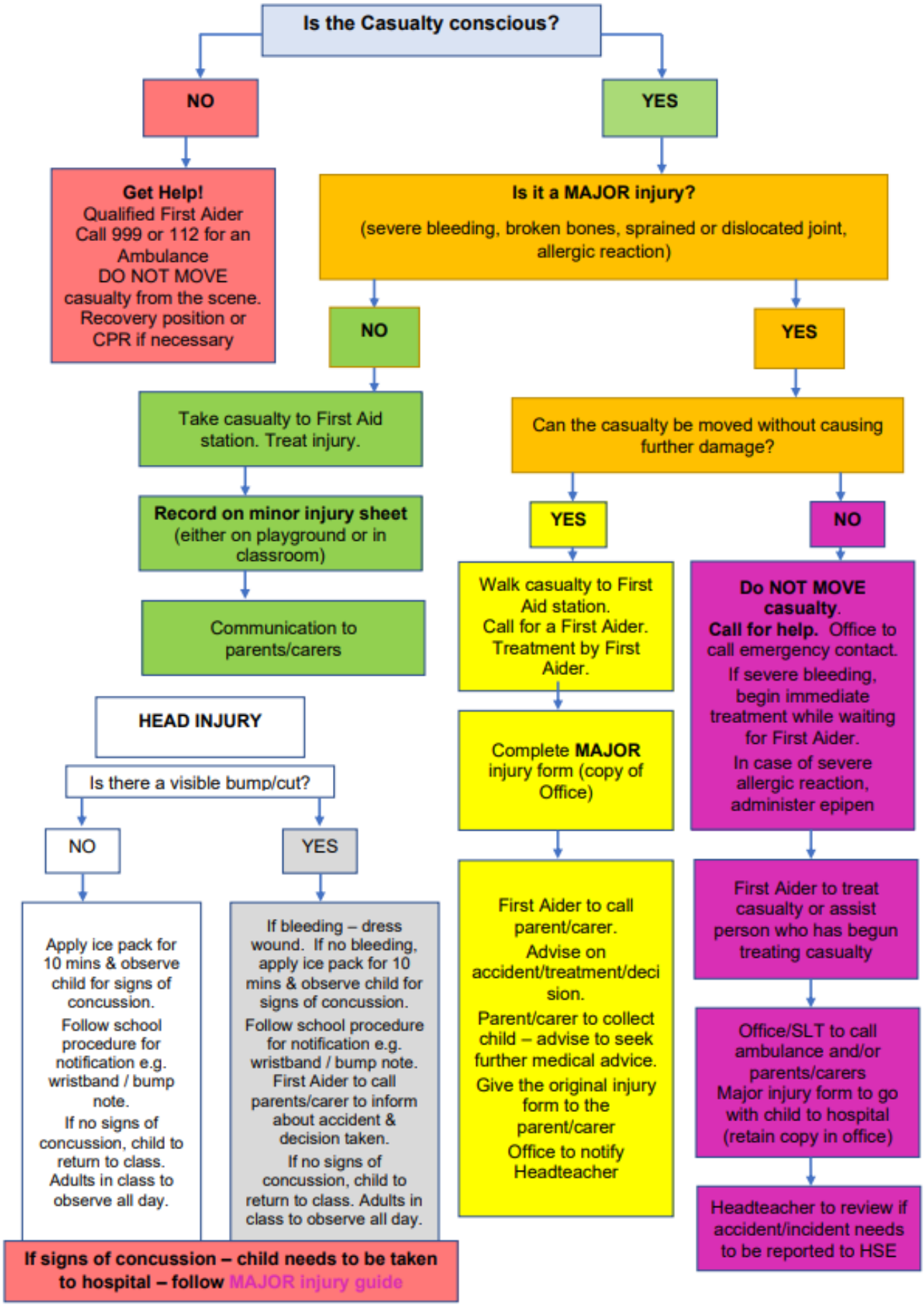
This policy will be reviewed by Nexus Education Schools Trust (NEST) every 3 years. At every review, the policy will be approved by the Nest Nurseries Lead.

9. Links with Other Policies

This first aid policy is linked to the

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Supporting Pupils with Medical Needs Policy

Appendix 1: First Aid Flowchart



Appendix 2: List of appointed person(s) for first aid and/or trained first aiders

Staff member's name	Role	Contact details

Appendix 3: Accident Report Form

Name of injured person		**Role/class**	
Date and time of incident		**Location of incident**	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
Follow-up action required			
Outline what steps the nursery will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident			
Signature		**Date**	

Appendix 4: First Aid Training Log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			