

FIRST AID POLICY	
Date ratified: Sep 2019	
Period: Sep 2019-20	
Acting Head of Centre Signature:	Lynsay Falkingham
Chair of Governors Signature:	Kathy East
Community Manager:	Joss King
Annual Review: Sep 2020	

Policy Statement

Lanterns Nursery School and Extended Services will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Lanterns Nursery School and Extended Services is held by the Head of Centre who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children’s Services Safety Guidance Procedure (First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
- The Children’s Services First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site
- We will ensure that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- We will ensure there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- We will ensure the above provisions are clear and shared with all who may require them

The responsible manager will ensure that appropriate numbers of appointed persons, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Lanterns Nursery School and Extended Services there are 4 appointed persons who are as follows:

Lynsay Falkingham
Sarah Watson
Shirley Alexander
Elizabeth Brewer

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Note: Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

Qualified First Aiders (Those completing the HSE approved 3-day first aid course)

At Lanterns Nursery School and Extended Services there are 4 qualified first aiders who are as follows:

Name	Expiry Date
Sarah Watson	September 2021

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

Paediatric First Aid Trained Staff

At Lanterns Nursery School and Extended Services there are paediatric first aid trained staff who are as follows:

Name	Expiry Date	Name	Expiry Date
Helen Aldridge	January 2022	Lydia Dutter	September 2022
Kerry Evans	July 2021	Sarah Geary	September 2022
Becci Gibson	September 2022	Lizzie Goodburn	September 2019
Sue Herdman	September 2022	Dee Bijok	September 2019
Liz Marklew	September 2022	Emma Payn	September 2022
Ellie Jennings	September 2022	Cathy Upton	September 2022
Helen Woodhall	September 2022	Sarah Annetts	October 2021
Amy Henshaw	April 2022	Lana Cockaday	October 2020
Gemma Geary	October 2020		
Natalie Ellison	October 2020		

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger. Where training expires staff will be asked to attend/be booked on a fresher course to update their qualification every three years.

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- There are 7 first aid kits on the premises
 - These first aid kits will be situated at:
 - Hall (for groups and activities)
 - Butterfly/Dragonfly Base
 - Ladybird/Grasshopper Base
 - Bumblebees Base
 - Kitchen
 - Staff Office
 - Staffroom
 - Reception

- There are 5 travel first aid kits for outings or outreach visits
 - These travel first aid kits will be located in:
 - Butterfly/Dragonfly base and Ladybird/Grasshopper base
 - Staff office – Grab Bag
 - 2x Outreach

It is the responsibility of the qualified first aiders (those completing the HSE approved 3-day first aid course) to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the First Aid File located in the Senior Finance Officers office.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The Staff room and the Quiet room are designated as the first aid rooms for treatment, sickness and the administering of first aid. If both of these rooms are occupied the first aider or appointed person should find a quiet room in the building.

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Whenever a person is complaining of chest pain
- Whenever a child with complex medical problems is clearly unwell

On assessment of an adult experiencing chest pains the first aider should firstly call for an ambulance, if the casualty is fully conscious assist them to take 1 X 300mg dose of aspirin tablet; advise them to chew it slowly. On arrival of ambulance inform paramedics that aspirin has been administered. Aspirins will be kept on top of printer cupboard in Senior Admin Office.

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- requires minor first aid treatment (on parent's return to collect the child)

Our procedure for notifying parents will be to use all emergency telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents at least every half an hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the child's Key Person or someone who knows the child well will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital. If on arrival at hospital parents are unable to be there or are delayed the member of staff will hand responsibility for treatment to the Health Care Professional.

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)

- Treatment provided and action taken

If the accident is or includes a bump to the head the parents will receive a head bump text which includes 'Just to inform you that your child has sustained a minor injury / bumped head attime.....They have been administered first aid and they appear well. Please note that you will be asked to sign an accident form when you collect your child. Lanterns Nursery School & Extended Services'