



St. Margaret's Nursery

## A Policy for First Aid Procedures

Nursery

Reviewed: November 2018

Date for review: November 2019

## Provision for first aid in the nursery

The nursery's First Aid provision will include:

- ❑ A First Aid box located in the Nursery Changing room, stocked in accordance with St John's ambulance (see table below). This is regularly checked and maintained by the Nursery Assistant Manager.
- ❑ The presence of a member of staff with first aid training in the nursery at all times
- ❑ The use of hygienic first aid practices by all members of staff
- ❑ The summoning of an ambulance, if necessary, by any responsible adult. When the emergency professional attention is required for a pupil, and if the nursery is unable to contact the parent or alternative nominated person, a member of staff will accompany the child in the ambulance and if available another staff member will follow in a car.

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Contents of the first aid box	Quantity
First Aid in an emergency booklet	1
Assorted waterproof plasters	30
Eye pads	2
Triangular bandages	3
Safety pins	6
Medium bandage	1
Face shield	2
Gauze swabs	15
Disposable gloves	4
Space blanket	1
Dressing scissors	1
Microporous tape	1

## **Storing medication**

In the event that a child has a medical condition that requires medication administered to them during the nursery day then a Health care plan and Administration of medicine forms are required to be completed. This needs to be given to the Nursery Manager before any medication can be administered to the child.

A Register of the health care plans are kept in the locked first aid cupboard along with the named and dated medication for that child.

The Nursery Manager and Assistant Manager are responsible for:

- maintaining the Health care plans
- ensuring that training is given to all staff members in regard to any medical conditions that require action from a staff member
- responding to any emergency requirement arising from a special medical condition
- ensuring that any special equipment (for example, a hypodermic syringe for a child with a nut allergy) is maintained in a sterile and accessible manner, and stored close to, but not in the First Aid Box

## **In the event of an accident**

- Make sure the injured person gets the necessary medical attention as soon as possible including the summoning of an ambulance, if necessary, by any responsible adult.
- All accidents are recorded in the nursery Accident Book by the member of staff who has been dealing with the incident. The parents are informed at the end of the session unless the injury that has been sustained needs medical attention. At that stage the Manager will contact the parent by phone. The parent/carer is asked to sign the accident book to acknowledge the details of the accident.
- The Nursery Assistant Manager will Investigate the accident, this may result in them carrying out a risk assessment
- All serious accidents must be notified to OFSTED within 14 days.