



APPLE BLOSSOM KINDERGARTEN

FIRST AID & ILLNESS POLICY

Apple Blossom Kindergarten/Manchester Steiner Ltd.

At least one member of staff on duty must have up to date first aid training, or be currently on an approved course.

Name(s): Nikita Johnson
Jo Ruscoe

First Aid box: Is available in the kindergarten and in the kitchen
Contents must conform to current regulations (as minimum)

Contents must be checked and restocked every term by the appointed member of staff team (Teacher: Nikita Johnson)

Accident Book must be kept with the First Aid box.

ACCIDENTS & SICKNESS:

In the event of an accident:

- Keep calm
- Child must first be assessed and treated. Made comfortable. Be re-assured. First aid should follow the first aid manual.
- Emergency Services called if required.

If a child suffers any of the following they should be transferred to hospital immediately:

1. Head Injury with loss of consciousness, vomiting or visual disturbance.
2. Serious Burn.
3. Swallowing an object that is restricting breathing
4. Serious cut, where stemming the blood is not working.
5. If a child suffers a serious fall, they should not be moved until emergency services arrive.
6. If a child is stung and suffers an allergic reaction.

NB. If in any doubt about a child's condition call 999 or transfer them to hospital.

**Parents/guardian must be contacted
if the child is badly injured or has to be removed to hospital.**

Accident Book: Located with the First Aid box.

MUST BE FILLED IN FOR ALL ACCIDENTS.

Parents must be notified when the child is collected and the book signed.

If the parent will not be picking the child up the parent will be notified by phone.#

When the book is full must be kept for three years.

If the child is able to remain within the school the child's condition must be monitored throughout the session. Parent/guardian contacted and the child sent home if condition warrants.

Additional Information:

- A member of staff must remain if possible with remaining children for duration of the session.
- All staff just has access to child's records. These must be kept up to date and all records must go with child if they are taken to the doctor or hospital.
- Latex gloves must be worn when mopping up urine, faeces or blood spillages. The gloves are located with the First Aid box. All staff must be aware of how to treat spillages.
- A child who is obviously sick should not be accepted into school in the morning.
- If a staff member believes a child to be infectious they must isolate that child in the sick bay area.
- All staff should be aware if a child in the school has a long term chronic condition which may need additional attention or may cause an issue during the school day.

Accidents Involving Staff:

- Accidents must be entered into the Accident Book.
- If a member of staff cannot continue to work due to an accident or illness, cover must be sorted. If cover can not be arranged parents should be contacted to take their child home.

If a member of staff has a serious accident then the above procedures should be followed.

List of emergency cover phone numbers are available on the notice board next to the phone and in the register.

Risk Assessments are carried out for each specific event. A General Risk Assessment is carried out every year and documents referring to this can be viewed in the Risk Assessment file held at the office.

NB All serious injuries, illness, accidents, or deaths must be reported to OFSTED within 14 days of occurrence.

Monitoring Compliance:

- All staff must read this policy
- This policy should be adopted by all staff in their practice
- This document will be reviewed annually.
- All incidents/accidents will be recorded
- All incidents may be used in an audit in order to improve practice

The Health and Safety Officer is: Nikita Johnson
Reviewed: December 2018

Policy Written by: Tom Pope 2016
Next Review: Nikita Johnson January 2020