



KINDERGARTEN FIRST AID POLICY

INTRODUCTION

This policy outlines the Kindergarten's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

AIMS

- To identify the first aid needs of the Kindergarten in line with current legislation
- To ensure that first aid provision is available at all times while people are on kindergarten premises, and also off the premises whilst on kindergarten visits.

OBJECTIVES

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the Kindergarten
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the Kindergarten's First Aid arrangements
- To ensure that parents are informed of any accidents or injuries to their child whilst in the care of the Kindergarten together with details of any first aid treatment given
- To ensure that any notifiable accidents that occur in the Early Years are reported to Ofsted (as soon as practicable but in any case within 14 days) and also to the local child protection agency if required

PERSONNEL

The Principals are responsible for the health and safety of their employees and anyone else on the premises. This includes the Head and teachers, non-teaching staff, pupils and visitors (including contractors). They must ensure that a risk assessment of the Kindergarten is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Head is responsible for putting the policy into practice and for developing detailed procedures.

The Head should ensure that the policy and information on the Kindergarten's arrangements for first aid are made available to parents.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

The First Aider must hold a current paediatric first aid certificate of competence, issued by an organisation approved by the HSE. First aid certificates are renewed no less than every three years. Training leading to a new certificate or renewal will take at least 12 hours. This is a voluntary post.

He/she will:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at kindergarten
- when necessary, ensure that an ambulance or other professional medical help is called.

In selecting first aiders Head should consider the person's:

- reliability and communication skills
- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency procedures
- normal duties. A first aider must be able to leave to go immediately to an emergency

The Appointed Person need not be a First Aider, but should have undertaken a one day emergency first aid (EFA) training course. He/she will:

- take charge when someone is injured or becomes ill
- look after the first aid equipment eg restocking the first aid boxes
- ensure that an ambulance or other professional medical help is summoned when appropriate

PROVISION

How many first aid personnel are required?

The Head will consider the findings of the risk assessment in deciding on the number of first aid personnel required. The Kindergarten is a low risk environment, but the Head will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- off-site PE
- kindergarten trips
- adequate provision in case of absence, including trips
- out-of-hours provision eg clubs, events

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed persons is available at all times when people are on Kindergarten premises.

Qualifications and Training

In addition to the training for First Aiders and Appointed persons, specialist training in first aid for children should be arranged in a three year cycle.

All first aid training is approved by the local authority and is designed for workers caring for children in the absence of their parents. It is appropriate to the age of the children in the care of the Kindergarten and covers:

- resuscitation
- recording accidents and incidents.
- planning for emergencies.
- recognising and dealing with shock.
- responding appropriately to:
 - anaphylactic shock
 - electric shock
 - bleeding
 - burns and scalds
 - choking
 - suspected fractures
 - head, neck and back injuries
 - suspected poisoning
 - foreign bodies in eyes, ears and noses
 - eye injuries
 - bites and stings
 - effects of extreme heat and cold
 - febrile convulsions
- recognising and responding appropriately to the emergency needs of children with medical needs including epilepsy, asthma, sickle cell anaemia and diabetes
- recognising and responding appropriately to meningitis and other serious sudden injuries

First aid materials, equipment and facilities

The Head must ensure that the appropriate number of first aid containers according to the risk assessment of the site are available. See HSE guidelines on recommended and mandatory contents.

- All first aid containers must be marked with a white cross on a green background
- First aid containers must accompany teachers off-site
- Spare stock should be kept in the Kindergarten
- Responsibility for checking and restocking the first-aid containers in the Kindergarten rests with the Health & Safety Officer

Accommodation

The Principals must provide a suitable room for medical treatment and care of children during kindergarten hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

PROCEDURES

Risk assessment

Reviews are required to be carried out at least annually, and when circumstances alter, by the Health and Safety Officer and department Head. Recommendations on measures needed to prevent or control identified risks are forwarded to the Principals and Head.

Re-assessment of first aid provision

As part of the Kindergarten's annual monitoring and evaluation cycle:

- the Head reviews the Kindergarten's first aid needs following any changes to children, staff, building/site, activities, off-site facilities, etc
- the Head monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- the Head also monitors the emergency first aid training received by other staff and organises appropriate training
- the Health and Safety Officer checks the contents of the first aid boxes termly.

Providing information

The Head will ensure that staff, parents and children are informed about the Kindergarten's first aid arrangements.

The Health and Safety Officer will:

- provide information packs for new staff as part of their induction programme
- maintain a first aid notice board in the office
- review basic medical procedures & practices as needed in kindergarten, as requested
- give all staff information on the location of equipment, facilities and first aid personnel.
- provide regular information and updates for parents in regard to any outbreak of illness in kindergarten.

Hygiene/Infection control

- Basic hygiene procedures must be followed by staff
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids
- Care should be taken when disposing of dressings or equipment, particularly sharp objects (needles). These will be disposed of in appropriate sealed containers/places

Illness, Infection and Injury

If a child becomes ill or injured when in the care of the Kindergarten, the Appointed Person will:

- administer appropriate treatment
- contact the parents or another adult designated by the parents in order to explain the situation and any treatment that has been given. N.B. ALL head injuries, even a slight bump to the head, are reported to parents during the Kindergarten day even if no action is required. In such cases, the child must be monitored for the next 24 hours.
- record details of accident and treatment on an accident report form and in the child's confidential file

If a child is sick at Kindergarten:

- the parents/carers are immediately notified to collect them
- they are changed if necessary and put in a quiet area, away from other children
- resources are washed if the child has come into contact with them
- in the case of a child being found to be infectious, arrangements should be made for the child to be collected by a parent or another adult designated by the parents.

If there is belief that the child is suffering from a notifiable disease identified by the Public Health (Infectious Diseases) Regulations 1988, Ofsted will be informed. If any advice is then given by the Health Protection Agency action taken in pursuance of that advice will also be reported to Ofsted.

Reporting accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE. Any notifiable disease under the Public Health (Infectious Diseases) Regulations 2010 should be reported to Ofsted.

The Head must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other records.

The following accidents must be reported to the HSE:

- Involving employees or self-employed people working on the premises:
 - accidents resulting in death or major injury (including as a result of physical violence)
 - accidents which prevent the injured person from doing their normal work for more than seven days

For definitions, see HSC/E guidance on RIDDOR 2013, and information on Reporting Kindergarten Accidents (Annex A).

- Involving pupils and visitors
 - accidents resulting in the person being killed or being taken from the site of the accident to hospital **and** the accident arises out of or in connection with work i.e. if it relates to:
 - any kindergarten activity, both on or off the premises
 - the way the kindergarten activity has been organised and managed
 - equipment, machinery or substances
 - the design or condition of the premises

The Head is responsible for ensuring this happens, but may delegate the duty to the Health and Safety Officer. The initial telephone call must be followed up in writing on Form 2508 within ten days.

The Head/Health and Safety Officer, must complete the RIDDOR Form attached to this policy and email/fax it to the Personnel Administrator at Ringwood [Ext.222], Fax 01425 481501. The Personnel Administrator will report the incident to HSE and also to our insurers.

Ofsted must also be notified of fatal and major injuries and dangerous occurrences for any early years setting without delay. The Head is responsible for ensuring this happens.

Record keeping

Statutory accident records: The Principals must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of three years**. (see HSE Guidance for Incident reporting in schools 2013)

Kindergarten's central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

The Head must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.

The Head must have in place procedures for ensuring that parents are informed of significant incidents.

Monitoring

Accident records can be used to help the Head and Health and Safety Officers identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Head should establish a regular review and analysis of accident records.

REFERENCES

This Policy has been informed by:

Management of Health and Safety at Work Regulations 1999 (amended 2003 /2006),

Health and Safety (First Aid) Regulations 1981 (amended 2013)

RIDDOR (2013).

See also: Medication Policy, Trips Policy,

This policy will be reviewed annually		
Latest Review: March 2017	By:	Kathy Ballantine, Acting Head
Next Review: March 2018	By:	Kindergarten Head

KG FIRST AID POLICY APPENDIX 1



RIDDOR INCIDENT REPORT FORM

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013
(RIDDOR)

Contact: HSE Incident Contact Centre, Caerphilly Business Park, Caerphilly CF84 3GG
Website: www.riddor.gov.uk email: riddor@natbrit.com Telephone: 0845 300 9923

This form is to be completed by the member of staff who witnesses the incident and sent to the Personnel Manager, within 3 working days, if there is an occurrence that is reportable under RIDDOR. **[PLEASE COMPLETE IN FULL]**

Please refer to the above website or contact the Personnel Manager (the Personnel Administrator in Personnel Managers absence), for further information. To assist you, occurrences will include: –

- A serious /fatal incident or an accident involving a specified injury at work/school.
- An accident at work/school where the person is taken to hospital from the scene of the accident.
- An accident at work/school, which results in the person being unable to carry out their normal job for more than three consecutive days.
- The person suffering from a specified disease associated with their current job.
- A dangerous occurrence at work/school i.e. a building collapse, a scaffolding collapse.

	Questions	Answers
Part A: Details of the person reporting the incident:–		
1	What is your full name?	Christine Tuck (or Serena Groves]
2	What is your job title?	[1] Personnel Manager [2] Personnel Administrator
3	What is your telephone number?	[1] 01425 481504 [2] 01425 481512
4	What is the name of your organisation?(e.g. Thomas's, Battersea)	Thomas's
5	What is the address of your organisation? (School Address)	
6	What type of work does your organisation	Primary Education

	do?	
Part B: About the Incident:-		
1	On what date did the incident happen?	
2	At what time did the incident happen?	
3	Did the incident happen at the above address? If, NO, where did the incident happen (full address details and postcode).	
4	What is the name of the Local Authority? i.e. Wandsworth, Westminster.	
5	In which department or where on the premises did the incident happen? i.e. Rugby field.	
Part C: About the Injured Person:-		
1	What is their full name?	
2	What is their home address, including postcode?	
3	What is their home telephone number?	
4	How old are they?	
5	Are they male or female?	
6	What is their job title? i.e. teacher, pupil	
7	Was the injured person:- <ul style="list-style-type: none"> • One of your employees? • On a training scheme? • On work experience? • Employed by someone else? • Self-employed and at work? • A member of the public? • A pupil of the school? • Other (please give details)? (Only one category to be used)	
Part D: About the Injury:-		
1	What was the injury? (fracture, laceration)	
2	What part of the body was injured?	
3	Was the injury :- <ul style="list-style-type: none"> • A fatality? • A major injury? • An injury to an employee or self employed person, which prevented their doing their normal work for more than 7 	

	<p>days?</p> <ul style="list-style-type: none"> • An injury to a member of the public/parent or a pupil of the school, which meant that they had to be taken from the scene to a hospital for treatment? • None of the above (please give details)? <p>(Only one category to be used)</p>	
4	<p>Did the injured person:-</p> <ul style="list-style-type: none"> • Become unconscious? • Need resuscitation? • Remain in hospital for more than 24 hours? <p>None of the above? (Please give details)</p>	
5	<p>What happened? Please provide a description of what happened. If it was a personal injury (self inflicted), give details of what the person was doing?</p> <p>What treatment, if any, was administered?</p> <p>What was the outcome?</p> <p>Describe any action that has since been taken to prevent/minimise the risks of a similar incident occurring in the future?</p>	

Part E: Reportable Diseases	
1.	Please complete this section detailing the reportable disease, if applicable?
Part F: Dangerous Occurrence:–	
1	Please complete this section detailing the dangerous occurrence, if applicable?
	Examples of dangerous occurrences: <ul style="list-style-type: none">• Explosion or fire causing suspension of normal work for 24 hours.• Unintended collapse of any building or structure under construction, alteration or demolition.• Electrical short-circuit or overload causing fire or explosion.
Signed:	Date:
Please print name:	