

FIRST AID POLICY

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| Name of Unit/Premises/Centre/School | Bushy Leaze |
| Date of Policy Issue/Review | Review: Autumn 2024 Next Review: Autumn 2025 |
| Name of Responsible Manager/Headteacher | Becky Hussey |
| Signature of Responsible Headteacher | |

Introduction

Policy Statement

Bushy Leaze 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 Bushy Leaze is held by the Head of Centre, who is the responsible manager. Day to day oversight of first aid is delegated to Community Admin Assistant.

All first aid provision is arranged and managed in accordance with the HCC Corporate First Aid Procedure

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
- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The responsible manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric 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.

Qualified First Aid Staff

At Bushy Leaze there are 4 qualified first aiders who are as follows:

- Sarah Ameer-Beg (Emergency First Aid at Work)
- Jess Anton
- Tammy Parrott
- Mia Watson

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.

Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment/facilities and calling the emergency services

Paediatric First Aid Trained Staff

At Bushy Leaze the paediatric first aid trained staff are as follows:

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|------------------|----------------|--------------------------|-----------------|
| Amanda Burt | Ginny Plomer | Maddee Green | Nikita McGregor |
| Amy Rowland | Glenda Bentley | Mia Watson | Zena Lea |
| Catherine Parker | Jo Richards | Millie Clark (Maternity) | |
| Emily Perkins | Katie Smith | Rodney Cook | |
| Emma Willmott | Kim Woolford | Rosie Edwards | |
| Fran Beard | Kirsty Jeffrey | Sarah Stevenson | |

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations.

First Aid Provision

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

- 11 first aid kits on the premises. These first aid kits will be situated in:
 - FST room (Oak)
 - Staffroom (Acorns)
 - Nest
 - Burrow
 - Den
 - Therapy Room
 - Nursery kitchen
 - Nursery laundry room
 - Central Store (Main cupboard in Den)
 - Badgers

- FST Outreach cupboard
 - Emergency bag in reception
 - Offsite (e.g. school trips/Forest School)
- 3 personal travel first aid kits in vehicles
These personal travel first aid kits will be located in cars belonging to relevant staff:
 - Jess Anton
 - Amy Rowland
 - Sarah Morey

It is the responsibility of the Senior Administrative Assistants to check the contents of all first aid kits every three months and record findings on the Children's Services First Aid Kit Checklist.

Completed checklists are to be stored in the turquoise folder in the admin office

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

The Staff Room (Acorns) is designated as the first aid room for adults for treatment, sickness and the administering of first aid. The Den Laundry Room is designated as the first aid room for children in the main nursery. Children in The Nest or Burrow can use either of these rooms as required. Badgers will be used for other children accessing community services. The first aid rooms will have the following facilities:

- running water
- first aid kit
- telephone
- chair

A portable folding bed is available, if required. This is located in the Confidential Room.

Emergency Arrangements

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
- If given specific advice to do so for children or adults with a particular health issue and on a Care Plan (e.g. epilepsy)

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
- involves a bump to the head

Our procedure for notifying parents will be to use all 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 every 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).

The Doctors' surgery located in Anstey Road, has an emergency treatment centre. If the parents cannot be contacted and the staff member feels it would be appropriate, the child can be taken to the Surgery for further advice. Parents give their written permission for this on admission to the Nursery.

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/plus another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital. The member of staff will act in loco parentis until the parent/carer arrives. Parents give their written permission for this on admission to the Nursery.

Records

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

- Name of injured person
- Name of the qualified first aider/appointed person
- Date and time of the accident
- Place/location
- Type of accident (e.g. bump on head etc.)
- Treatment provided and action taken

CHILDREN'S SERVICES HEALTH & SAFETY TEAM

For advice and guidance when writing your local first aid policy or using this template please contact the Children's Services Health & Safety Team through their website at:

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>