

VERWOOD C.E. FIRST SCHOOL AND NURSERY



Howe Lane, Verwood, Dorset, BH31 6JF - Tel. 01202 822652

First Aid and Reporting Incidents and Accidents

Our first aid kit is accessible at all times, information about who has completed first aid training (paediatric first aid – see Appendix A) and the location of the first aid box is provided to all our staff and volunteers.

The first aid box is easily accessible to adults and is kept out of the reach of children. There is a named person in the setting who is responsible for checking and replenishing the first aid box contents.

In the case of minor injury or accidents, first aid treatment is given by a qualified first aider. In the event of minor injuries or accidents, we inform parents when they collect their child and ask them to read and sign the accident form that has been completed, unless the child is unduly upset or we have concerns about the injury. In which case we will contact the child's parents for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP.

An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken. Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.

Accidents and injuries are recorded on the relevant forms and where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies.

Our accident forms are kept in a safe and secure place and are accessible to our staff and volunteers, who all know how to complete them. It is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:

- food poisoning affecting two or more children looked after on our premises
- a serious accident or injury to, or serious illness of, a child in our care and the action we take in response
- the death of a child in our care.

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies. Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

Any dangerous occurrence is recorded on our Incident forms. We have ready access to telephone numbers for emergency services, including the local police. We ensure that our staff and volunteers carry out all health and safety procedures to minimise risk and that they know what to do in an emergency.

On discovery of an incident, we report it to the appropriate emergency services – fire, police, ambulance – if those services are needed. If an incident occurs before any children arrive, our Childcare Leader risk assesses this situation and decides if the premises are safe to receive children. This will be reported to the Head Teacher and a decision is made on further action to be taken.

Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises/area, we follow the whole school evacuation process or when on an outing, the procedures identified in the risk assessment for the outing.

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First Aid and Reporting Incidents and Accidents Appendix A

Paediatric First Aid Trained Nursery Staff:

April Bagwell – Childcare Leader with QTS

Jayne Hibell – Childcare Supervisor

Molly Boyd – Childcare Apprentice

Caroline Snow – Childcare Assistant Level 3

Jacqui Aller – Childcare Assistant Level 3

Beverley Puddle – Childcare Assistant