**Downham Market Children’s Centre**

**Snape Lane**

**Paradise Road**

**Downham Market**

**Norfolk PE38 9JE**



**First Aid Policy**

Clackclose Pre-School will plan for and respond effectively to accidents and medical emergencies.

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs.

Clackclose Pre-School is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. The practitioners are aware of their duty of care to children, families, practitioners and visitors in providing appropriate first aid treatment.

We will ensure:

* all permanent practitioners hold a first aid qualification.
* all children, practitioners, families and visitors who are involved in accidents and incidents whilst on Pre-School grounds and require first aid to be administered will be done so according to guidelines and recommended practices of a first aid qualification.
* all incidents will be documented and stored according to regulatory requirements.
* a risk management approach to health and safety shall be adopted.

**Practices:**

**The Approved Provider will ensure:**

* that all practitioners are supported to ensure they hold current recognised first aid qualifications.
* that a minimum of two practitioners have undertaken current approved anaphylaxis management training.
* that all employee induction includes an induction to the first aid policy.

**The Nominated Supervisor will:**

* ensure the skills and competencies of trained first aiders are maintained and skills are kept up to date, refresher first aid and CPR training will be scheduled and maintained in a training plan.
* collaborate and consult with practitioners and committee to develop and implement a risk assessment and management plan.
* ensure first aid guides and publications are always accessible to practitioners to assist them in their understanding and administration of first aid.

**Hazard identification and risk assessment**

**The Committee and Practitioners will:**

* provide a child-safe environment.

**The Nominated Supervisor will:**

* guide practitioners in regularly conducting risk assessments of the environment to determine likely injuries and illnesses that might occur and rectify their potential causes.
* introduce preventive measures to eliminate the risk, or control measures to minimise the risk.
* review and analyse accident, injury, incident and ‘near miss’ data

**Practitioners will:**

* regularly undertake risk assessments in the environment in order to plan safe experiences for children.

**Administration of first aid to children, families, practitioners and visitors to the Pre-School**

**The Committee will:**

* ensure that there is always at least one first aid qualified practitioners on the premises.

**The Nominated Supervisor will:**

* ensure that enrolment records for each child include a signed consent form for the administration of first aid and the approved products to be used.
* review and sign off on all documentation when first aid has been administered.
* dial 999 and call for an ambulance when emergency medical treatment is required or delegate this responsibility.

**In general:**

* administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider.
* in the interests of avoiding delay of treatment, in the first instance, first aid will be administered by the person who has witnessed the incident/injury/illness.
* the nominated supervisor and families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident as soon as practicable after the incident.
* the person administering first aid will be the person who completes the incident/illness/injury/trauma record and passes to the responsible person for verification and signing by parent or guardian.

**First Aid Supplies**

**The Committee will ensure that:**

* the Pre-School is supplied with an appropriate number of first aid kits for the number of children being educated and cared for by the service.
* the first aid kits are suitably equipped, easily accessible and recognisable.
* first aid kits are carried on field excursions.

**Practitioners will:**

* ensure a first aid box checklist is kept in every first aid kit.
* practitioners will regularly monitor supplies and update stock as required.
* discard and replace out of date stock.

**Documentation and Record Keeping**

**Practitioners will:**

* complete an incident, injury, trauma and illness record for all incidents/injuries/trauma/illnesses occurring at the Pre-School.
* ensure that a copy of the accident/incident report will be made available for parents/guardians on request, and in any event a copy of the report will be given to the parents/guardians for their information.

**The Nominated Supervisor will:**

* ensure records are confidentially stored for the specified period as required by the Regulation.

**Managing Serious Incidents**

**The Approved Provider will ensure:**

* any serious incident occurring at the centre will be documented and reported to Ofsted within 24 hours.
* a copy of the incident report will be provided to the family as soon as possible.
* educators and practitioners are aware of the procedures around managing serious incidents.

**The Nominated Supervisor or responsible person will:**

* notify parents of any serious incident.
* arrange for medical intervention if required.

**Practitioners will:**

* manage serious incidents as per this policy.
* notify the Nominated Supervisor and Committee immediately after the serious incident has occurred.

**Policy Availability**

The first aid policy will be readily accessible to all practitioners, families and visitors, and ongoing feedback on this policy will be invited.

**Review**

* Management and practitioners will monitor and review the effectiveness of the first aid policy regularly. Updated information will be incorporated as needed.

**Nominated Supervisor: Jayne Buchan**

**Review Date: September 2025**