



## **FIRST AID POLICY**

The Preschools adopt the following First Aid procedures:

### **Administration of First Aid**

- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing if necessary.
- If a child is on prescribed or non-prescribed medication the following procedures will be followed:
- If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with child's name, dosage and any instructions.
- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for the named members of staff to follow the instructions.
- TWO members of staff will administer all medication.
- All medications will be kept in a safe place away from children in the kitchen.

With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the Pre-school insurance company and only named staff may administer medicines.

The Pre-school has a first aid box that remains in the setting and a smaller one that is carried on walks. The Preschool will ensure that first aid equipment is kept clean, and replenished/replaced as necessary. Sterile items will be kept sealed in their packages until needed.

**See Appendix for First Aid Kit checklist.**

### **Accident Forms - available at all times for the reporting of any incident/accident.**

- All accidents are to be reported and countersigned by staff and parents/carers.
- Accidents that mark/bruise a child that occur at home must also be noted and marked on a body map and countersigned by parents.



## **Information sources**

- Parents will have the opportunity to discuss health issues with Pre-school staff at registration and thereafter
- The Pre School will maintain appropriate links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies. This can happen via Stawley/Sampford Arundel School.
- A Medical Record and Medical Consent Form for Emergency Action is obtained for each child and kept in their file as part of the Registration and Parent Consent documentation.

## **Hygiene**

To prevent the spread of all infection, adults in the Pre-schools will ensure that the following good practices are observed:

### **Personal hygiene**

- Hands washed after using the toilet – staff and children.
- Children with pierced ears are not allowed to try on or share each other's earrings.
- Tissues are available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of.
- Children are encouraged to shield their mouths when coughing.
- Paper towels are used and disposed of appropriately.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted.

### **Cleaning and clearing**

- A daily cleaning rota is observed by all staff and the appropriate equipment for different areas of the Pre-schools are provided for this purpose.
- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves always used when cleaning up spills. Floors and other affected surfaces disinfected.
- Separate mops and buckets are used for vomit, urine, kitchen and floors, which are clearly labelled.
- All parents to ensure their children bring a full set of clean underwear and clothing, available in case of accidents.