

First Aid Procedures

All accidents to be reported on slips which are kept in folder with First Aid Box in First Aid cupboard (marked with First Aid sign). One incident per slip to be recorded only. The carer/parent should sign record.

Enter:

- name,
- age
- injury sustained,
- treatment given
- nature of injury
- medical aid requested?
- Name of first aider & witnesses
- signature of person who administered treatment.
- Manager signature
- Signature of parent/carers
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- 2 All managers undertake Emergency Paediatric First Aid training, and are the First Aiders at each session. Only appropriately trained staff should administer first aid.
- 3 First Aiders must wear disposable plastic gloves when administering first aid to open wounds and nosebleeds.
- 4 The First Aid box is situated in the cupboard, identified with a First Aid label.
- 5 Wounds must be cleaned with water and a dry dressing applied if required
Before applying plaster, check to see if child is allergic to plasters. (See list inside First Aid box).
Used paper towels etc. should be placed in a plastic bag before disposal.
No child is to help wash or dress a wound.
It is preferable to take children inside for any treatment if injury occurs on playground
- 6 Medicines may be given to children by a member of staff in the following circumstances:
 - Parental consent via the Administering Medicines Form (see attached example)
 - Record administration of medicine in file with name of child, type of medication, dosage, name of person and signature of person administering and witness

The only exceptions to this are children who have a severe allergy and may suffer anaphylactic shock, or have severe asthma attack. For these children, please see separate protocol that will be included with child's epipen/jextpen./inhaler.

Children who need asthma inhalers may need to be supervised when using their medication, but children should administer this medication themselves if able.

- 7 **Head injuries:-**
report to Manager, monitor carefully and observe for
 - Severe headache
 - Nausea or vomiting
 - Photo phobia
 - Double vision
 - Semi-loss or loss of consciousness.

**If any of the above symptoms occur, dial 999 and then contact parent
Parents must be informed by either letter or telephone if a child is transferred to hospital.**

- In case of severe bleeding, acute asthmatic attacks, severe fractures e.g. leg, spine and hip, semi or loss of consciousness, call an ambulance.

DO NOT TAKE OWN TRANSPORT

- 8 To assist in accident prevention, the Manager should notify details of any potential hazards to the School.

9 The appointed person responsible for First Aid, including checking and maintaining first aid boxes, is the Manager.

10 Spillages of blood and vomit. Staff must use the "Bodily Fluids" (yellow) box kept in Nursery Office.

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