



First Aid Policy

INTRODUCTION

KinderAcademy For Young Scholars makes every effort to ensure that all children are safeguarded and well cared for. The children are the center of our focus in all decision-making and arrangements. KinderAcademy sees adequate First Aid provision as vital in the daily process of caring for the children.

KinderAcademy keeps records of illnesses, accidents, and injuries, together with an account of any first aid treatment, non-prescription medication or treatment given to a child.

New staff are given information on all of KinderAcademy's policies as part of their induction.

Implementation: Practical Arrangements

The first aid kits are located in the nursery, sick bay and the office. The contents of the first aid kits are checked regularly by a designated staff member most likely the school nurse.

First aid kits will be restocked immediately when required.

Practical Arrangements at the point of need

Any member of KinderAcademy staff can administer first aid to a child in line with the following procedures:

- Administer first aid as appropriate
- Call for help if appropriate
- Call emergency services if required
- Ensure everyone is safe and the injured party cared for and accompanied
- Call the parents if appropriate Immediately after the incident
- Record the incident / accident
- Ensure that everyone relevant knows
- Take any further action as required

If emergency treatment is required, a senior member of staff will accompany the child to the hospital. The parents will be notified immediately.

Staff members should notify doctor on call as soon as it becomes clear the injury is beyond the KinderAcademy's capability and the health of the child is compromised; if in any doubt, refer immediately to the Principal or person in charge..

Recording accidents and informing parents

Members of Staff who deal with an accident or injury must record the incident in the Accident / Incident forms and inform management.

Parents are always contacted if a child suffers anything more than a trivial injury, or suffers a head injury or if s/he becomes unwell, or if we have any worries or concerns about his/her health. Parents are encouraged to contact KinderAcademy if they have any concern relating to their child's health.

Non Serious Injuries

Parents will be informed of the accident when the child is collected at the end of the day. The records are reviewed regularly by the Principal/person in charge and action taken to minimize the likelihood of recurrence.

Records include:-

- the date, time and place of incident
- the name of the injured or ill child
- details of the injury/illness and what first was given
- what happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to playroom, went to hospital)
- name and signature of the person dealing with the incident along with a witness.

Qualified Staff

All staff receive First Aid training at least every 3 years.

KinderAcademy staff who are currently trained are:

- Mrs. A. Brown-Cover
- Mrs. L. Ingram
- Ms. K. Marston
- Ms. B. Mitchell
- Mrs. S. Gray
- Ms. S. Gilbert
- Ms. A. Bartley
- Ms. M. Tracey
- Ms. D. Brown
- Mrs. N. Clayton
- Ms. D. Thomas
- Mrs. C. Barnett

Protocol for Administration of Medicines at nursery

Refer to Administration of Medicine Policy

Arrangements for children with particular medical needs

Prior to enrolling in KinderAcademy, all medical details are required so that KinderAcademy can provide the level of care expected. Where appropriate, parents and Principal, along with any relevant members of staff, will meet prior to a child enrolling to ensure such provision is in place.

Special arrangements, such as, training are made when necessary to ensure medical needs are met.

LAST UPDATED / REVIEWED ON:	SIGNATURE
New Updated Policy – July 2020	C. Barnett