

First Aid Policy

Statement of Intent

It is the policy of High Kirk Community Preschool to provide children with a safe environment for growth, development and learning. In order to provide this holistic approach to care and education High Kirk Community Preschool will ensure staff are suitably qualified in Paediatric First Aid and continue to renew training and qualifications. (see Staff Development Policy)

Principles and Rationale

High Kirk Community Preschool recognises the importance and the responsibility of caring for and educating children. It is therefore important that children in our care are in an environment which also promotes their wellbeing and safety. To provide an environment which reduces unnecessary risk and danger to children attending the Preschool it is vital that staff are appropriately trained in the event of injury or illness of a child/children.

Procedure

- All children should have their family doctor named on the registration form in the event of an emergency.
- All allergies and medical conditions should be documented on the registration form and it is the responsibility of parents/carers to do so.
- It is the responsibility of parents/carers to inform the Preschool Leader, Mrs. Jessica Balmer, or in her absence a member of staff, of any changes in relation to their child's health or allergies.
- Staff will be expected to update their first aid when necessary.
- Minor wounds cleaned and washed with water.
- Cold compress will be applied to bumps or bruises
- Minor burns will be treated with cold water.
- Hypoallergenic plasters will be used on cuts/abrasions.
- In the event of an extreme emergency an ambulance will be called then parents/carers will be contacted. The Preschool Leader, Mrs. Jessica Balmer, or in her absence, a member of staff will remain with the child until parents/carers arrive.
- If a serious accident/medical emergency does occur the child/children will not be moved unless they are at further risk of injury. The children not involved in the medical emergency will be removed by staff from the area and their needs catered to in order to help prevent them distress. Depending on the area of the accident occurs the children may be asked to go into the Little Learners Room or the McCaughey Hall. If the accident occurs in these areas the child/children may be moved into the main playroom.

- Should a child/adult have a serious accident on the Preschool premises and requires treatment by GP/A&E the Early Years Team Northern Health and Social Care Trust and Environmental Health Department will be informed immediately and RIDDOR guidelines complied with.
- The Attendance Register will always be taken on outings to ensure parent/carer contact details as well as the children's health/medical details are available.
- A first Aid Kit and designated mobile phone will always be taken on outings. (see Use of Mobile Phones and Camera Policy)
- All accidents/incidents will be recorded with individual forms used for each child.
- Parents/carers will always be asked to read and print then sign/date the accident/incident form with the form counter signed/dated by a member of staff.

Administration of Medicine

The Staff of High Kirk Community Preschool are aware there will be occasions when children attending the Preschool have allergies, asthma, diabetes and other medical conditions. If a child has an ailment/illness which requires administration of medicine or the reading of blood sugars the Preschool Leader, Mrs. Jessica Balmer, will request appropriate training for staff prior to the child attending Pre-School.

The parent/carer will be expected to sign Administration of Medicine form(s) to verify their permission. This document will

- state name of child
- name of medicine
- dosage
- frequency of administration
- date of dispensing
- storage requirements
- expiry date

No medicines will be administered without written consent

All medicine must be in their original labelled container otherwise they will not be accepted.

If a child has a minor illness that requires over the counter medicine then the parent/carer should administer the medicine prior to their child attending Preschool and refer to Infection Control Policy.

Administration of Suncream

Parents/carers will be expected to take into consideration the weather and the need for sun cream. Parents/carers will be expected to put cream on their child's face and exposed arms and legs.

A request to put sun cream on a child will be treated the same as administration of medicine therefore written consent must be received prior to a staff member putting sun cream on a child.

Storage of Medicine

All medicines will be securely locked in a container inaccessible to children and in accordance with manufacturers' instructions. If this necessitates storage in a refrigerator safe secure storage will be addressed by a safety box inside the fridge. When medicine expires staff will give parent/carer any unused medicine and it is their responsibility to dispose of the medicine in an appropriate manner.

Policy Links

- Infection Control Policy
- Use of Mobile Phones and Camera Policy
- Staff Development Policy

First Aid Policy has been agreed and adopted by the Preschool Committee on:

Signed _____ Date _____
(Committee Chairperson)