



## **First Aid Policy**

Snuggle Bunnies Children (Nursery) is determined to make sure that all children are safeguarded and well cared for. The children are the centre of our focus in all choices and arrangements prepared. First Aiders are essential in the daily process of caring for the children.

The setting (nursery) keeps records of illness, accidents, and injuries, with description of any first aid treatment. Non-prescribed medication will not be administered without parent/guardian consent.

All related Policies and Procedures are listed on the website or in the setting.

### **Implementation: Practical Arrangements**

In all rooms, a first aid box will be accessible located on the shelf/cupboard (labelled first aid). The nappy changing area located in the outhouse has a first aid box that is in the cupboard (labelled first aid).

The contents of the first aid boxes are checked regularly by the staff and childminder (manager).

When items used from the first aid box, items will be replaced immediately and logged in the First Aid Booklet.

### **Practical arrangements in time of need**

Any member of staff at Snuggle Bunnies Childcare (Nursery), who are first aid trained can administer first aid to a child in line with the following procedures:

- Assess the accident, note the time, date, and ask the child what happened?
- Administer first aid as appropriate

- Call for assistance if necessary
- Call emergency services if required
- Make certain that everyone else is safe and the injured party cared for and accompanied
- Call the parent/carer if needed immediately telephoned after the accident
- Record the accident on the form located in office
- Make certain that everyone relevant knows i.e., the childminder (manager) about the accident
- Take any further action if necessary, such as calling the **Emergency Services on 999/112.**

If an ambulance is required for emergency treatment, the childminder (manager) or a staff member will accompany the child to the hospital healthcare centre. The parent(s)/carer(s) will be notified immediately.

### **Recording accidents and informing parent(s)/carer(s)**

Any member of staff at the setting (nursery) that dealt with an injury or accident **must** record the accident on the accident form and inform the childminder (manager).

Parent(s)/carer(s) **must** be contacted/**are** contacted if a child suffers anything more than a minor injury or suffers a head injury or if s/he becomes unwell, or if we have any worries or concern about his/her health.

Parent(s)/carer(s) are encouraged to contact the setting (nursery) if they have any worries relating to their child's health before or after an injury.

### **Minor injuries**

At the end of the childcare session, on collection of the child(ren) parent(s)/carer(s) will be informed of the accident and will need to sign the accident report form, date and write the time with signature.

The childminder (manager) will review the records regularly and take action to reduce the possibility of recurrence.

Reports must include:

- The child's name, date, time place of accident
- The type of the injury or illness child has
- Description of the injury/illness and what was administered
- What happened to the person after the accident immediately afterwards (i.e., went hospital, home, stayed at in the playroom etc) including the time left
- Name, time, date, and signature of the person(s) who dealt with the accident along with a witness's signature.

### **Qualified Staff**

All staff receives first aid training every 3 years. Members of staff who are currently trained at Snuggle Bunnies Childcare (nursery) are:

- Charmaine
- Oshaun
- Jedean
- Hana
- Zarrin

### **Procedure of administration at nursery**

Refer to Administration of Medicine Policy

### **Arrangements for children with medical needs**

At registration to the setting (nursery), all medical details are required so that the setting can be responsible for the level of care expected. The childminder (manager), parent(s)/carer(s), and members of staff when appropriate will meet prior to the child registering at the setting (nursery) to make sure such provision is in place.

Special arrangements, such as training are booked when required to make sure medical needs are met for all children and staff/visitors and parents/carers.

<b>Last Updated/Reviewed On:</b>	<b>SIGNITURE</b>
16/03/2020	C Morgan
24.5.2020	O. Morgan
21.11.2020	C. Morgan
23.03.2021	C. Morgan