

The following procedures have been written in line with Farndon Fields Primary School current protocol.



Mini Oaks Pre-School First Aid Policy

The staff at Farndon Fields Pre-school accepts its responsibility towards First aid and will provide materials, equipment and ensure that children and staff are treated in the most appropriate environment available.

Accident Procedure

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In some cases accidents can be avoided and it is our intention to prevent as many as possible.

Responsibility

It is the responsibility of Mini Oaks Pre School to manage the risk of accidents by:

- Maintaining the condition of the premises and equipment, conducting regular checks
- Maintaining an appropriate level of supervision of the children

General Principles

- Trained first aiders are available at all times to deal with minor injuries
- An appointed paediatric first aider is available for more serious injuries and to provide support and guidance for colleagues
- First Aid kits are available in key areas around the premises, as well as, single person first aid kits worn by staff for break and lunch times and also in first aid bags in classrooms for any out of classroom activity
- Regular monitoring of first aid boxes is carried out by an appointed member of staff
- Replenishing of first aid boxes is the responsibility of an appointed member of staff
- Prevention of infection and cross-contamination guidelines are adhered to by using gloves, aprons and disposing of contaminated waste appropriately

Treatment of Accidents

First aid is defined as the 'help given to a sick or injured person until full medical treatment is available'

- Staff who are trained first aiders have the responsibility of assessing and dealing with incidents, preventing the situation from worsening and promoting recovery
- First aiders will provide effective first aid for minor injuries

The following procedures have been written in line with Farndon Fields Primary School current protocol.

- If the accident is more serious, emergency treatment will be administered before contacting 999/112 and until professional help arrives. Parents/Carers will be contacted following emergency services
- First aiders accurately report and record incidents and accidents, whilst maintaining confidentiality

Record Keeping

- An accurate account of the accident will be recorded in the accident book, as soon as possible after the event. This is to include the child's name, Year Group, Time, Description of accident and details of any injuries, treatment given and is signed
- An accident form for Parents/Carers is to be completed and the class teacher is to be informed
- Parents/Carers will be contacted for significant injuries and head bumps
- Where an accident involved equipment or the accident occurred due to maintenance, photographic evidence of the area will be sought as soon as possible after the accident
- Serious injuries which resulted in hospital treatment will be recorded on a web-based database as soon as possible after the event, this procedure will advise if the incident needs a RIDDOR report completing
- All records will be stored safely in accordance with Data Protection Act 1998