

Essex Wildlife Trust

Nature Nursery: Early Years Practice First Aid Policy and Procedure

A policy describes what we do and how we do it as an organisation. It is a set of agreed principles which set out a course of action adopted by our staff and volunteers. It will often include acceptable methods, behaviours, and an approved procedure. It is usually internal, although some organisational policies are expected to be publicly accessible.

Version Control

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When review is completed, please send to: businesssupport@essexwt.org.uk

| Version | Date | Changes made by | Reason for change |
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| 2 | 02/11/2022 | J Burlingham | <ul style="list-style-type: none"> - Update to new company format - Update to include accurate job titles within the organisational structure of SLT, OLT, Nature Nursery Structure and Safeguarding responsibilities - Updated where appropriate to refer to any new company system requirements |
| | | | <ul style="list-style-type: none"> - Inclusion of requirements and award of Millie's Mark - Clarification of contents of First Aid box/bag - Reference to emergency map detailing locations of assembly points, fire exit routes, address and phone number details including What3Words locations of site and nearest defibrillator - Inclusion of monthly reports made available to Health and Safety Manager |
| 3 | 14/11/2023 | J Burlingham | <ul style="list-style-type: none"> - Update to EYFS document reference |



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1. Introduction

- 1.1 The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities, and personnel to enable first aid to be given to employees, children, parents, students, and volunteers if they are injured or become ill on site.

2. Scope

- 2.1 This policy applies to all the employees of the Trust and individuals who work directly with the children at Nature Nursery. This will include children, volunteers, parents, apprentices and workplace students.

3. Purpose of Policy

- 3.1 The purpose of this policy is to set out the measures required by the Trust to ensure compliance with the Health and Safety (First Aid) Regulations 1981.

4. Policy Statement

- 4.1 We take action to apply appropriate first aid treatment in the event of any accident involving a child or adult.
- 4.2 At least one adult with a current paediatric first aid certificate is on the premises, or on an outing, at all times.
- 4.2 Newly qualified staff who achieved an Early Year's qualification at level 2 or 3 on or after 30 June 2016 also have an incorporated paediatric first aid certificate.
- 4.3 Our aim is that all main Nursery staff will have completed paediatric first aid training within 3 months of initiating their employment with the Essex Wildlife Trust, in order to maintain and support our Millie's mark accreditation, demonstrating the commitment of our provision to child safety.

5. Procedure

5.1 The first aid kit

5.1.1 The first aid kits are always accessible and located across the Nursery site. One must be available for any visit away from the main Nursery site or on any outings.

5.1.2 An evacuation bag containing any prescribed medication for the children, along with appropriate documentation is also available at all times in the shelter in Badger's Garden – this must be taken by a member of staff if moving location to the forest area or away from the Nursery site, or on any outings.

5.2 The first aid kit contains the following items

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings: Small x 3, Medium x 3, large x 3
- Medium plasters x 3.
- Large plasters x 3.
- Composite pack containing 20 assorted (individually wrapped) wash proof plasters x1.
- Sterile eye pads (with bandage or attachment) e.g. No 16-dressing x 2.
- Container of assorted safety pins x 1.
- Guidance card as recommended by HSE x 1.
- Eye pad dressings with loop
- Sterile cleansing wipes
- A resuscitation device
- Sterile gauze swabs
- Tubular gauze
- Microporous tape
- 1 x First Aid Scissors
- Sterile water vials x 6

5.3 In addition, the following equipment is kept near to the first aid box:

- 2 pairs of disposable plastic powder free gloves.
- 4 plastic disposable aprons.
- A children's forehead 'strip' thermometer.
- A koolpak
- Burns gel pack x1
- 5 litres of cold water

- 5.4 Information about qualified first aiders and the location of the first aid box is provided to all our staff and volunteers. A list of staff and volunteers who have current certificates are displayed on site and on the Parent and Carers notice board.
- 5.5 The first aid boxes and bags are easily accessible to adults and are kept out of the reach of children.
- 5.6 The Nursery Manager, or named deputy, is responsible for checking and replenishing the first aid box contents. We regularly check and replenish the first aid box contents as soon as items have been used, and the boxes are checked monthly.
- 5.7 Medication is only administered in line with our Medication and Sickness and Allergies policies and procedures, and an Administration of Medicine form will be completed as appropriate.
- 5.8 In the case of minor injury or accidents, first aid treatment is given by a qualified first aider and recorded on the child's EyLog record which is then published to parents.
- 5.9 In the event of minor injuries or accidents, we will inform parents when they collect their child, unless a) the child is unduly upset or b) we have concerns about the injury. In which case we will contact the child's parents for clarification of what they would like to do, i.e., whether they wish to collect the child and/or take them to their own GP.
- 5.10 An ambulance is called for children requiring emergency treatment following initial assessment by a first aider. In this situation we will contact parents immediately and inform them of what has happened and where their child has been taken.
- 5.11 The address locations of the Nursery site and the nearest available defibrillator, including the 'what3words' identifications are available on all site exits and within the evacuation bag.
- 5.12 At the time of registration with the Nursery, parents complete a consent form allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated, or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
- 5.13 Accidents and injuries are recorded:
- within the EyLog system and therefore are visible to parents and carers
 - on our accident/incident record form E (paper version) or via the electronic system SmartLog
 - reported to the Health and Safety Compliance Manager within 24 hours where applicable and notified to the Health and Safety Executive, Ofsted and/or local child protection agencies as appropriate.
- 5.14 A monthly report of minor accidents is made available to the Health and Safety Compliance Manager and the Head of Community Engagement.

6. Appendices

This policy is to be read in conjunction with wider Essex Wildlife Trust Policies and Procedures

Legal framework

- 6.1 Health and Safety (First Aid) Regulations (1981)
- 6.2 EYFS - Statutory framework for the Early Years Foundation Stage (up to date version available via Government website)

Further guidance

- 6.1 RIDDOR (1995) <https://www.oshcr.org/riddor-reporting-of-injuries-diseases-and-dangerous-occurrences-regulations/>
- 6.2 Millie's Mark Accreditation [Home Page | Millie's Mark \(milliesmark.com\)](http://Home Page | Millie's Mark (milliesmark.com))
- 6.3 First Aid at Work: Your questions answered (HSE Revised 2015)
- 6.4 Basic Advice on First Aid at Work (HSE Revised 2012)
- 6.5 Guidance on First Aid for Schools (DfE Revised 2014)
- 6.6 First Aid Management Record (Learning Alliance 2016)

- 6.7 Accident, incident and near miss form (Form E) paper version - along with guidance for completion. Staff will also have access to SmartLog electronic system where the accident form may be completed
- 6.8 Accident and Incident Procedure
- 6.9 EyLog system – pre-existing injuries, accident reports
- 6.10 Medication Policy and Procedure
- 6.11 Medication Administration Record
- 6.12 Nature Nursery Risk Assessments
- 6.13 Outings and Visits Policy and Procedure
- 6.14 Safeguarding Children, Young People & Adults at risk policies and procedures Part 1 and 2