

HINDLEY CHILDREN'S CENTRE

HEALTH, ILLNESS AND FIRST AID POLICY

Illness

In the event of a child being ill the following procedures will apply:

- Ill or infectious children should not be brought into the Centre and staff should always consult the infection control recommendations. 'Notifiable' diseases should be reported to the Health & Safety Team, Mike McCarthy on 86022 or the out of hours Central Watch 404040.
- In the event of sickness or diarrhoea children and adults should be clear for 48hrs after the illness.
- The school will refer to the Public Health England. Guidance on infection control for recommended exclusion periods for all infections or complaints.

In the event that a child falls ill whilst at the Centre:

- A designated first aider will be consulted.
- Parents / carers may be contacted to inform them of their child's condition and may be asked to pick them up. The child will be made comfortable and monitored.

First Aid

The senior leadership team will ensure that there is a trained First Aider available in the Centre at all times. The Headteacher will be responsible for enabling staff concerned to receive adequate first aid training.

The first aid box will be regularly checked by a named person who will ensure the contents are up to date and in good condition. The location of first aid boxes and names of any qualified first aiders will be clearly displayed. A first aid box will be taken on all site visits or outings.

The qualified first aiders normally in the first instance will give first aid or administer medicine.

Hindley's qualified first aiders are:

Paediatric First Aid:

Name	Date Achieved	Date for renewal
Kim Braddock	Jan 2014	Jan 2017
Amy Cottam	Jan 2014	Jan 2017
Sameem Minawala	Dec 2014	Dec 2017
Karen Molyneux	Dec 2014	Dec 2017
Karen Milligan	Dec 2014	Dec 2017
Louise Mills	Nov 2015	Nov 2018
Bev Shaw	Nov 2015	Nov 2018
Suzanne Davis	Dec 2015	Dec 2018
Jodie Heyes	Jan 2016	Jan 2019
Sam Jones	Jan 2016	Jan 2019
Vicky Cayzer	March 2016	March 2019

First Aid at Work:

Karen Milligan	March 2014	March 2017
Karen Molyneux	April 2014	April 2017
Rachael Heyes	Oct 2014	Oct 2017

A basic 4hr first Aid Course has been delivered by St John Ambulance to all staff. All qualified first aiders will update their training every 3 years. The school will ensure that there is at least one qualified first aider on site at all times. To meet the requirements of the EYFS there will be at least one person on the premises and on outings that has a paediatric first aid certificate.

Equipment and Supplies

First aid equipment is kept in the cabinet in each class bathroom and in the upstairs office. These cupboards contain first aid boxed, extra supplies, asthma inhalers and other prescribed medicines.

Medicines

We are prepared to administer medicines that have been prescribed by a doctor. Please see Administering Medication Policy.

Injuries / unexplained injuries

If a child present at Nursery with an injury this will always be discussed with the parent or guardian. All injuries will be logged on the child log pro-forma and be monitored by the Headteacher. When necessary the Safeguarding procedure will be instigated. For any non mobile children the Wigan safeguarding bruising in non-mobile children protocol will be used.

First Aid Boxes

First aid boxes must contain the following:

- A guidance leaflet
- Face shield
- A selection of plasters
- 3 large dressings
- 3 medium dressings
- 3 small dressings
- 3 eye pads
- 3 triangular bandages
- Scissors
- Set of safety pins
- 3 pairs of gloves
- Gauze swabs
- 1 roll of microporous tape
- 3 eye wash fluids
- Plastic tweezers
- Sterile wipes

Every half term each first aid box will be checked and replenished if needed, the member of staff allocated to do this will fill in the stock sheet that is kept in each box.

NO FIRST AID LOTIONS, SPRAYS OR CREAMS MUST BE USED

After each accident the accident book must be filled in and signed by parents, forms must then be filed away in each child's folder. For children who do not attend the nursery school but use the Children's Centre facilities accident forms must be sent to the Headteacher.

On a termly basis the Headteacher will monitor all accidents to ensure that any concerns or issues are dealt with.

PARENTS MUST BE INFORMED OF ANY ACCIDENT AND THEY MUST SIGN EACH ACCIDENT FORM

In the Event of an major accident, incident or illness

All parents are required to sign approving emergency medical treatment for their child in the event of an emergency.

In the event of such an incident the following procedures will apply:

- The first aider will be notified and take responsibility for deciding upon the appropriate action.
- The first aider will assess the situation and decide whether the child or adult needs to go straight to hospital or whether they can safely wait for their parent / carer / family member to arrive.
- If a child or adult needs to go straight to the hospital, an ambulance will be called. The parent / carer / family member will be contacted. In the case of a child who is attending the early years provision a member of staff will accompany them to the hospital and will consent to medical treatment given.
- If you need to phone for an ambulance phone 999 or 112, you will be asked your location:
Hindley Children's Centre and Nursery
Mornington Road
Hindley
Wigan Council WN2 4LG
01942 488228
- Parents / carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Centre staff.
- The Headteacher or senior person will consider whether the incident highlights any actual or potential weaknesses in the Centre policies and procedures, and act accordingly, making suitable adjustments where necessary.

When dealing with all blood related accidents staff will wear protective gloves and apron. Blood, sick and bodily fluids will be cleaned up with emergency spillage compound which will be kept in the accessibility toilet in the nursery and in the back office on the upper floor.

All blood waste and bodily fluid waste will be disposed of in a yellow clinical waste bag and then in the clinical waste bin. All accidents will be recorded on the Centre accident first aid forms and counter signed by the parent of a child or the adult in question.

Sun Protection

Although there is no legal requirements to administer non-prescribed medicines or lotions the Governing Body have a duty of care to all children and adults using the Centre.

During hot sunny periods staff will:

- Ensure that people using the Centre are encouraged to use sun cream and informed of the dangers of over exposure.
- Encourage parents to apply sun cream before the child attends early years provision at the Centre
- Encourage the use of sun hats
- Provide shaded areas during activities outdoors
- Obtain written permission from parents who wish their children to bring sun cream into the Centre whilst they are accessing early years provision. (medication administration form)
- Encourage children who can to apply their cream themselves.
- Provide drinking water at all times.

RIDDOR

The centre has a legal duty under RIDDOR to report major work related accidents. This includes dangerous occurrences where something happens that does not result in an injury but could have done.

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 08453009923
www.hse.gov.uk/riddor/

Reviewed May 2016

Signed on behalf of the Governing Body

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