InceyWinceys Day Nursery

First Aid, Accidents, Incidents, and Emergencies

At Incey Winceys we ensure **every member** of staff is trained in Paediatric first aid within three months of starting work and this training is renewed every 3 years.

We have a defibrillator on site which is in the hallway of the 1st floor, outside the baby room entrance.

Incey Winceys Day Nursery and Preschool staff are trained to take action to apply first aid treatment in the event of an accident involving a child or adult. All staff are first aid trained and 'first aiders' can be identified on the staff board, near the nursery front door by a green background with a white cross beside their photograph and name.

The first aid qualifications carried out by all staff include training for babies and young children as well as adults, this includes using the defibrillator.

We have first aid kits that are easily accessible to each room, and the contents of which are checked regularly by our health and safety officers and room leaders.

The first aid boxes are kept out of reach of children.

Staff are trained in the administration of Epi-Pens for significant allergies and there are clear signs indicating where the Epi-Pen is to allow for quick and easy access in the event it is needed. All children with an Epi-Pen have a health care plan written by a health professional and signed by the parent.

At the time of registration, parents give written permission for emergency medical advice or treatment being sought. Parents also sign a consent form allowing staff to call an ambulance and accompany a child to the nearest accident and emergency department, to be examined, treated, or admitted as medical professionals see fit. In this event, the parents will be informed as soon as possible.

Parents also give consent for staff to administer an emergency dose of liquid Calpol, or liquid paracetamol should the child's temperature ranges between 38.5°C and 39°C. This means that if the child has been given Calpol or liquid paracetamol before attending the setting, staff must be told, to avoid overdosing.

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In the event of a minor accident or incident, we will assess the injury and/or incident, take appropriate action and record it. Parents will be informed on the day that the accident or incident occurred and will be asked to acknowledge the form on Famly. In the case of a serious bump to a child's head we will telephone the parent as soon as possible to give them the option of picking up their child early should they wish. A 'bump to the head' letter is given to the parent, warning of side effects to look out for following the accident.

In the event of a serious accident or incident we will assess the situation and decide if the child requires immediate medical assistance. If this is the case an ambulance will be called, and the medics will be allowed to act in their professional capacity. Parents will be informed at the nearest available opportunity. The child will always be accompanied by a member of staff, which will usually be the manager or the person in charge. If we feel it would aid the child's comfort, the key person will accompany the child in the ambulance.

In the event of a member of staff noticing a child has attended with an injury that has seemingly happened outside of the care of the nursery they will record those findings on the "accident/incident" forms. The cause of the injury or an explanation of the incident will be gained from the parent, and this will be logged on the form on Famly.

The room leader will assess the accident forms on an ongoing basis to ascertain whether there is a pattern between incidents and where anything needs to change, e.g., move a piece of furniture or begin a behaviour tracker for a particular child. This is shared with Management and if necessary, steps will be taken to make improvements.