

# InceyWinceys Day Nursery

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## First Aid, Accidents, Incidents, and Emergencies

At Incey Winceys we ensure every member of staff is trained in paediatric first aid and this training is refreshed at least every 3 years.

**We have a defibrillator on site which is in the hallway of the 1<sup>st</sup> 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 by the nursery and preschool front doors by a green 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 officer.

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 Calpol should the child's temperature reach 39°C. This means that if the child has been given Calpol before attending the setting, staff must be told to avoid overdosing.

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

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day that the accident or incident occurred and will be asked to acknowledge this by signing the form. 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.

If a child stops breathing, chokes or requires first aid treatment urgently, we will carry out the emergency procedures that we have been trained in until medics arrive at the scene.

All such incidents will be recorded, dated and counter signed by the parent to acknowledge they have been informed.

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 an "existing injury" form. 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.

Each month the room leader will assess the accident forms and existing injury forms 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.