



## Hardmoor Early Years Centre

### First Aid Policy (Accident, Injury and Illness)

The Centre First Aiders for adults are:- Andi Hinder, Lewis Cattell, Nichola Jacobs and Kjrsti Carr (At least one of these persons must be called for all incidents involving adults, but DO NOT DELAY immediate treatment)

The Centre Paediatric First Aiders are:- All employed nursery practitioners

For the sake of this policy, the word 'incident' will be used to describe accident, injury or illness. The following procedures apply to anyone on site, whether children or adults (employed or visiting)

For all incidents (if time/incident allows) first aiders should wear disposable gloves and aprons

Minor incident (Grazes, small wounds, sand in eyes, mild pain, etc.)

- The incident will be assessed and treated as appropriate by at least one qualified first aider
- The incident will be recorded on the minor injury form after the affected person has been treated and whilst they are being observed/monitored (Appendix 1)
- A child will be resettled back in to the base room and continue to be monitored as appropriate
- An adult will return to their duties and will be monitored by colleagues/first aider
- If the first aider decides an adult or child needs to go home, the duty manager will be informed and an accident form will be completed.
- Base leaders sign the incident form to confirm they have verbally informed the parent.

Major incident (Burns, broken bones, large wounds or excessive bleeding, severe pain anywhere, severe asthma attack, heart attack, loss of consciousness, severe D&V, seizures, etc.)

- The first person on the scene will begin to deal with the incident and call for appropriate support
- The first aider/s will assess the situation and treat appropriately, including whether or not an ambulance needs to be called
- The duty manager will be informed of all major incidents
- Parents/carers, or next of kin if an adult, will be contacted and told whether to meet the ambulance at the Centre or at hospital. If the parents are meeting the ambulance at the hospital, a member of staff will accompany the child.
- If the parents are not available to accompany the child, the child's registration records should be taken to the hospital. For an adult, their medical information sheet should be taken.
- If the child/adult does not require an ambulance but needs medical assistance beyond that which trained first aiders can provide, the parents/carers/relative should be informed and advised they will need to take the affected person for medical treatment at A&E (Southampton General Hospital) or Minor Injury Unit (Royal South Hants Hospital)
- Accident form (Appendix 2) completed and Base leader ensures this is shared and signed by parents at the earliest opportunity.
- Accident form will be completed and signed by parent.

Head injuries

- Any head injury on a child should be reported to parents/carers as soon as possible

- If the injury is significant (any wound more than a graze/bruising) parents/carers/next of kin should be reported immediately and advised to take the affected person for medical treatment. For any loss of consciousness, however brief, an ambulance should be summoned
- Any head injury should be recorded on an accident form and, for a child, head injury form: A 'bumped head' sticker should be placed on a child's clothing
- If the child/adult is not sent home or for further treatment, they should be monitored by first aiders for any worsening in their condition (nausea, affected vision, disorientation, worsening headache, any other symptoms which are unusual for the affected person)

### Allergic Reaction

- Allergic reaction is an abnormal sensitivity to a trigger. All first aiders at the centre have received training in recognition of allergic reactions.
- Where the symptoms include swelling to any part of the child's body or impaired breathing, staff will call 999 for an ambulance.
- Children with known allergies will have completed consent forms for treatment/administration of medicine in line with the Centre's medication policy.

For any injuries requiring hospital treatment, Duty Manager must ensure that an SCC incident form should be completed and sent to the Health and Safety Department at Southampton City Council.

In the case of a member of staff being injured, the next of kin will be contacted to escort the member of staff to the hospital. If the staff member's next of kin is not available another member of staff will accompany the injured member of staff to the hospital.

The Head of Centre or duty manager will notify the following authorities/agencies in the event of a serious accident or injury to, or serious illness of, or the death of, anyone on Hardmoor EYC premises and grounds, and act on any advice given. Ofsted will be notified in line with the EYFS requirements.

Ofsted 0300 123 1231 (For children)

Local Safeguarding Children's Board 023 8083 2995 (For children)

Southampton Local Authority Health and Safety Department 023 8091 7770 (For anyone)

Investigation procedures will be implemented following a major incident

*This policy was reviewed at a meeting of the Governing Body of Hardmoor Early Years Centre, held on: 2/5/19*

*Date to be reviewed: Summer 2021*

Signed: *Vikki Maxwell*  
(Chair of Governors)

Print Name: Vikki Maxwell