



**Bognor Regis**  
Nursery School



Chichester  
**Nursery School**



**Boundstone**  
Nursery School



## WEST SUSSEX NURSERY SCHOOLS FEDERATION

### First Aid Policy

This policy is written with the understanding that prompt and appropriate First Aid can save lives and prevent minor injuries becoming major ones. It should be read in conjunction with the Children's Health and Wellbeing Policy, the Administration of Medicines Policy and the Health and Safety Policy.

#### FIRST AID COVER REQUIREMENTS

The legal requirements for providing First Aid in Schools are set out in Health and Safety (First Aid) Regulations and the Early Years Foundation Stage Statutory Framework. At Bognor Regis, Boundstone and Chichester Nursery Schools we are compliant with this by ensuring that during the core day there are always at least:

- 1 First Aider at Work (FAW)
- 2 Paediatric First Aiders

In addition, there is a statutory requirement for a Paediatric First Aider to be on the premises at all times when children under 5 are on site and present at any off-site visit. The number of First Aiders should be sufficient to ensure that provision will be maintained during both planned and unplanned absences such as leave and sickness.

With this in mind

- The schools will ensure that there are sufficient staff trained in First Aid at Work (FAW), to ensure that there will always be one on the premises whenever occupied and to meet the needs of all employees
- The majority of staff in the Nursery School trained as Paediatric First Aiders, to ensure that there are normally at least two trained staff on the premises during the core Nursery day (9.00am-4.00pm) / (Bognor 8.30am-3.30pm), and also to provide cover for outside visits and emergencies. Between 08.00-09.00 and 4.00pm-5.00pm when a greatly reduced number of children are on the premises, Paediatric First Aid coverage may be reduced to one

These requirements are paid particular attention to when planning staffing for the beginning and end of the day (outside core session times), and during holiday periods, when the majority of staff are not on site.

First Aid training will be delivered on a 3-year rolling programme with the intention that all members of staff will be trained to at least a Paediatric First Aider standard. New members of staff joining the team will receive training alongside the rest of the staff team when refresher training is undertaken,

### **RESPONSIBILITY OF THE GOVERNING BODY**

It is the responsibility of the Governing Body to:

- Ensure appropriate policies and procedures are in place to meet necessary legislation
- Delegate day-to-day responsibility for managing all health and safety arrangements to the Executive Headteacher and Heads of Schools

### **RESPONSIBILITY OF THE EXECUTIVE HEADTEACHER**

It is the responsibility of the Executive Headteacher to:

- Ensure that the schools are fully covered with the regulation number of First Aiders, ensure they have the correct training and that this is in date
- Ensure that new staff are informed of the first aid arrangements for their school as part of their induction, including the location of first aid equipment, facilities and first aid personnel
- In the case of serious injuries, to ensure that the relevant Health and Safety reports are made to appropriate external authorities
- Ensure that Governors, staff and parents are aware of this policy

### **RESPONSIBILITIES OF THE LEAD FIRST AIDER**

The Lead First Aider in each Nursery School is as follows:

Bognor Regis Nursery School – Janine Clark  
Boundstone Nursery School – Nicola Nield  
Chichester Nursery School – Kelly Humphrey

Each Lead First Aider will be trained in a First Aid at Work qualification, which is renewed every three years, in addition to Paediatric First Aid training.

The lead First Aider will have responsibility for:

- Ensuring that all First Aid kits are kept fully stocked and products are within expiry dates (for both adult and child needs)
- Overseeing the completion and collation of all Accident/Injury Record Sheets (see Annex A) ensuring that these are kept for 3 years from the date of the last entry
- Reporting more serious accidents via the WSCC online accident recording system, printing off completed report forms and organising their storage until the child is 21 years of age. As a general rule these accidents will be those for which a visit to an Accident and Emergency department has been necessary or recommended
- Carrying out a termly audit of First Aid forms and reporting these to the Executive Headteacher, identifying any trends in accidents and any action which are then reported to the Governing Body and form part of ongoing Risk Assessments for the school

### **RESPONSIBILITIES OF FIRST AIDERS AT WORK**

First Aiders at Work will be trained in a First Aid at Work qualification and this will be renewed every three years.

First Aiders at Work in each school are as follows;

Bognor Regis Nursery School – Paula Burch, Vivienne Wallace, Clare Vigar  
Boundstone Nursery School – Leonie McBride, Claire Leonard, Jane West, Vikki Cripps  
Chichester Nursery School – Claire Leonard, Kelly Humphrey, Emma Brennan, Claire May, Kirsty Scott

It is the responsibility of the First Aiders at Work to:

- Provide First Aid in accordance with First Aid training received
- Deal with **all** serious injuries relating to adults and children, including head injuries, completing the appropriate Accident Report Form at Annex A and other necessary Health and Safety reports
- Ensure that an ambulance or other professional medical help is called when necessary
- Alert the Head of School (or in her absence the Executive Headteacher) if an ambulance has been called or if a child or adult has been advised to seek professional medical help

It is recommended that the local accident book/forms used to record very minor injuries that do not meet the WSCC reporting criteria should be kept for 3 years from the date of the last entry in the book/record sheet. **(Procedure for Minor Injuries attached at Annex C)**

### **RESPONSIBILITIES OF PAEDIATRIC FIRST AIDERS**

It is the responsibility of Paediatric First Aiders to:

- Provide First Aid in accordance with First Aid training received
- Deal with all injuries sustained by children, calling on the First Aiders at Work named above in the case of serious injury, and complete the appropriate Accident Report Form at Annex A and other necessary Health and Safety reports
- Notify parents in writing that their child has sustained a head injury using the form at Annex B
- When necessary, ensure that an ambulance or other professional medical help is called
- Provide First Aid cover on external trips as required, ensuring that the First Aid kit is taken on such outings

WSCC insurance covers any claims that may be made against First Aiders as long as:-

- **The treatment was given in good faith**
- **It was in the course of their work**
- **It was given to someone on WSCC premises, or to someone associated with WSCC.**

### **RESPONSIBILITY OF ALL SCHOOL STAFF**

It is the responsibility of all school staff to:

- Use their best endeavours at all times, particularly in an emergency
- Give immediate help to casualties with common injuries or illnesses and those arising from particular hazards at school
- Call a First Aider at Work in the case of all head injuries, serious injuries and if they have any other concerns
- Complete the appropriate Accident Report Form at Annex A, notifying the Keyworker/Keycarer who will ensure that it is signed by parents or the collecting person
- Ensure parents are notified and that they sign the accident form
- When the seeking of further medical advice is advised, record on an accident form and ask the parent to sign it to acknowledge that this advice was given
- Secure the welfare of children at all times

### **RESPONSIBILITY OF PARENTS**

It is the responsibility of parents to:

- Notify staff of any accident that may have happened to a child prior to their arrival at Nursery
- To seek follow up medical advice as recommended by Nursery Staff
- Notify the Nursery of any change in contact details

## **HYGIENE / INFECTION CONTROL**

All staff are aware of precautions to avoid infection and always follow basic hygiene procedures. Single use disposable gloves (non-latex and non-powdered) and aprons are worn when dealing with blood or other body fluids. Dressings and equipment etc. are disposed of in designated clinical waste bins.

## **REPORTING ACCIDENTS AND RECORD KEEPING**

In the Nursery School Keyworkers have an accident book for their Keyworker group:

- Children in Under 3s' provision have one accident book/folder.
- A separate book/folder is held for staff accidents
- Staff complete all the sections of the accident/injury slip
- Accident forms are also completed if a child tells a member of staff that he/she has been hurt even if it was not directly witnessed with a note that this was the case
- Keyworkers will inform Parents/Carers of the accident and ask them to sign the accident slip on the same day (if for whatever reason they don't sign they are contacted and informed by phone and asked to come and sign the accident/injury book when they next come in).
- If a child has a head injury, advice is given to parents outlining signs that would cause concern (See Annex B) and are given a copy of the accident slip

## **RECORDING AND REPORTING MAJOR ACCIDENTS AND INCIDENTS AT WORK**

Any major injuries or ill health resulting from accidents or incidents that happens at the School (or if it happens off-site, but it is still in connection with work), must be recorded using the WSCC online accident and recording system.

Reports must be made for all staff injuries. This includes work experience people, voluntary workers and supply staff.

Reports can also be made for:

- Visiting children and siblings
- Service users
- Clients
- Contractors
- Members of the public.

If the incident is reportable to the Health and Safety Executive under the RIDDOR regulations, this will be undertaken by West Sussex County Council.

For the following major accidents and incidents, the online accident reporting system must be completed within 10 days of the accident.

- Hypothermia
- An injury that caused loss of consciousness
- Any injury that caused a person to be taken from work to hospital
- Violence to staff (physical or verbal)
- Any fracture of bones
- Any injury causing a person to have three days or more off work
- Dislocation of shoulder, hip, knee or spine
- An injury to the eye by chemical, metal or other penetrating agent.
- Acute illness requiring medical treatment caused by exposure to a chemical, biological agent, toxin or infected material
- Hand-arm vibration syndrome
- Poisoning
- A near-miss, in which people narrowly escaped a life-threatening injury

Where possible, staff should gather all information about the incident, including outcomes, before reporting online. If an injury is reported as minor but is later found to be more severe, the Head of School should amend the type of injury on the online form and detail the updated information in the manager's review section of the online accident report. An email should also be sent to the Health and Safety Service to them of these changes. When the online reporting is complete, please ensure the original accident slip is updated and any further medical treatment and outcome is recorded. Please note documents can be scanned and attached to report.

For the following major accidents, incidents, and dangerous occurrences, telephone the Health and Safety Group helpline (01243 752025) straight away. Also contact Ofsted to inform them of the accident. [Report a serious childcare incident - GOV.UK](#)

- A fatality
- An injury that required resuscitation
- Any amputation of fingers, toes, limbs etc
- Loss of sight or hearing (temporary or permanent)
- An electric shock (excluding nuisance static) or electrical burns
- Exposure to asbestos particulate
- Admittance to hospital for more than 24 hours
- A broken bone or fracture
- Dislocation of any major joint, such as the shoulder, knee, hip or elbow
- Any loss of consciousness
- Severe breathing difficulties, including asphyxia
- Anything leading to hypothermia or heat-induced illness
- A penetrating injury to the child's eye
- A chemical or hot metal burn to the child's eye

Also, injury from, or requires medical treatment for, any of the following situations:

- Absorption of any substance:
  - By inhalation
  - By ingestion
  - Through the skin
- From an electric shock or electrical burn

Where there is reason to believe it resulted from exposure to:

- a harmful substance
- a biological agent
- a toxin
- an infected material

All records must be kept for a minimum of twenty-four years (with dates for destroying carefully displayed).

## **EMERGENCY PROCEDURES**

In the event of a medical emergency, the School staff will call for an ambulance.

After calling an ambulance, staff contact parents/carers and keep them informed of the situation. Parents may be requested to come to the Nursery, but in some cases it may be more appropriate for parents to meet their child at the hospital if they need to be taken there.

A designated member of staff will stay with the child in the ambulance and remain with the child at the hospital until a parent/carer has arrived.

When children are offered a place at Nursery School, parents will be asked to sign a form to give consent for emergency medical advice or treatment.

- Staff should follow the Emergency Services procedure at Annex D when making a call for an ambulance
- Children should only go to hospital in an ambulance and not in staff cars
- In the event of a child needing to go to hospital, the child's Keyworker/Keycarer will accompany them in the ambulance and stay with them until the parent or carer arrives. They should take with them the child's record card with contact details and any Health Care Plan
- The Head of School (or Executive Headteacher, if Head of School is not contactable) must be notified if an ambulance has been called for a child

### **STAFF, STUDENTS, VOLUNTEERS, PARENTS AND MEMBERS OF THE PUBLIC**

- In the event of an adult sustaining an injury a member of staff trained in First Aid at Work should be called for assistance
- In the case of a serious injury requiring emergency treatment, an ambulance will be called
- For more minor cases where casualties are mobile, means of transport home or the need for further medical advice will be discussed with the casualty
- All accidents must be recorded on an accident form (found at Annex A)

### **MEMBERS OF STAFF – EMERGENCY CONTACT INFORMATION**

Up to date information regarding emergency contacts for staff are held on record to pass on to the emergency services. In addition, any medical history, including significant conditions, allergies or intolerances, which the member of staff has chosen to be passed on to the medical services, is held on confidential record and updated annually. However, it is the responsibility of the member of staff to see that any other relevant information is added to their record in the interim period

### **GROUPS TAKING PLACE IN THE NURSERY SCHOOL**

Groups and organisations using rooms on the premises must organise their own First Aider and provide their own First Aid Kit (in accordance with the letting and hiring documentation and agreement). During weekday core hours (8.00am to 5.00pm) it may be that they can call on School First Aiders but they must check this first.

### **OFF SITE VISITS**

A qualified Paediatric First Aider must accompany all off site trips unless of a very local nature e.g. to One Stop or Portfield School at Chichester, Elizabeth House Nursing Home at Bognor or The Library Bus at Boundstone. The First Aider is responsible for taking a portable First Aid kit and any medication for specific children e.g. asthma inhalers, etc.

### **THE LOCATION OF FIRST AID KITS**

First Aid kits are found in the following locations in each school:

Bognor Regis Nursery School:

- Nursery School – Downstairs children's bathroom & cupboard in Tasty Space
- Orchard Room – Bathroom
- Drop in bathroom, off downstairs Atrium
- School office – first aid box for trips and visits

Boundstone Nursery School:

- Nursery School – Snack Area
- Daycare – Snack Area
- Lunch Room

- Staff Room
- Nursery office

Chichester Nursery School:

- Nursery School – Medical Room
- Up to 3s' kitchen
- Rainbow Room kitchen

Annexes to this policy:

- Annex A First Aid form (Accident/injury record sheet)
- Annex B Banged Head letter
- Annex C Accident Procedures – Minor Injuries
- Annex D Procedure for contacting the Emergency services

**Date:** Autumn 2024

**Review date:** Autumn 2027