

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills.

A least one person who has a current paediatric first aid certificate is on the premises all times when children are present, and must accompany children on outings.

Health: Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment.

Colchester High School – Early Years Department



3.2 First aid

Please refer to: CHS First Aid Policy

Policy statement

Providers on the Early Years Register must meet the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage April 2017. In accordance with this, we ensure that at least one person with a current paediatric First Aid certificate is on our premises at all times, when pupils are present. All new nursery and teachers within our Early Years will undertake paediatric first aid training. This means that newly qualified staff with a childcare level two and three qualification will have a Paediatric First Aid certificate before they can be included in the statutory staff; child ratios in the early years setting.

In our Early Years setting staff are able to take action to apply first aid treatment in the event of an incident/accident involving a child or adult. The first aid qualification includes first aid training for infants and young children and also covers basic first aid for adults. All Early Years staff (including Bank staff) are Paediatric First Aid trained (PFA). Certificates are displayed on Notice boards throughout the Early Years Department. Staff are available at all times when the children are present including taking into account the number of children, staff and layout of premises: when staff are on annual leave; during the holiday provision; and on outings to ensure a paediatric First Aider is able to respond to

emergencies quickly. Any new staff joining our department must have a full PFA certificate within three months of starting work.

The emergency PFA (minimum 6 hours) is taken face to face with the criteria covering:

- Be able to assess an emergency situation and prioritise what action to take.
- Help a baby or child who is unresponsive and breathing normally
- Help a baby or child who is unresponsive and not breathing normally
- Help a baby or child who is having a seizure
- Help a baby or child who is choking
- Help a baby or child who is bleeding
- Help a baby or child who is suffering from shock caused by severe blood loss (hypovolemic shock).

The PFA 12 hour course (minimum 12 hours) includes the above for emergency PFA but also covers the following areas:

- Help a baby or child who is suffering from anaphylactic shock
- Help a baby or child who has an electric shock
- Help a baby or child who has burns or scalds
- Help a baby or child who has suspected fracture
- Help a baby or child with head, neck or back injuries
- Help a baby or child who is suspected of being poisoned
- Help a baby or child with a foreign body in eyes, ears, or nose.
- Help a baby or child with an eye injury
- Help a baby or child with bite or sting
- Help a baby or child who is suffering from the effects of extreme heat or cold
- Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions
- Understand the role and responsibilities of the paediatric first aider (including appropriate contents of a first aid box and the needs for recording accidents and incidents).

Procedures

The Nursery Practitioners/Bank Staff and Teaching Assistant have completed e-learning: Medicines Awareness for Schools (Foundation) training and understand the Procedures to follow when administering medicine (see Administering Medicine Policy). Training will be updated every two years.

Although we are constantly aiming to provide a safe, secure and happy environment for your child, obviously incidents/accidents can occur in the Early Years Department. We keep a written record of all accidents or injuries and first aid treatment on Medical Tracker (confidential Accident reporting software tool). Parent(s) /carer(s) are informed via email (telephone if urgent) as soon as the accident/incident is entered onto Medical Tracker after first aid treatment has been given.

If a child suffers a head injury, the parents are always informed by telephone to the extent of the injury. Early Years Staff will monitor the progress of the child depending on the severity of the injury and contact the parents/carers. If necessary the parent/carers will be asked to collect their child.

We will notify Ofsted of any serious accident, illness or injury to, or death of, any child in our care, and of the action that we have taken. We aim to do so as quickly as possible and always within 4 days of the incident occurring. We are mindful that not to do so, without a reasonable excuse, would be committing an offence.

We must notify our local child protection agency Southend, Essex and Thurrock (SET) of any serious accident or injury to, or the death of, any child in our care. We always act on their advice, if given to us.

Reception and Nursery have a green First Aid Bag which accompanies the children throughout the day.

The first aid kit

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981.

- The Nursery first aid box is stored in a cupboard in the kitchen (identified by a First Aid Sticker) easily accessible to Staff and is kept out of the reach of children. In Reception the Green First Aid Bag is kept in the Reception classroom. The Nursery Green First Aid Bag is kept in a secure child proof cupboard in the kitchen. The Green First Aid Bag accompanies Reception and Nursery children at all times.
- There is a First Aid supply folder within the first Aid cupboard. This is used to check the first aid box at least every term to ensure supplies are stocked and in date. Our most used items for example ice packs, stock is kept in the cupboard and refilled regularly and when needed. The First Aid bag is checked weekly and replenished (refer to Risk Assessment).
- No un-prescribed medication is given to children or parents. All prescribed medicine must be clearly named (**Refer to 6.1 EY's Administering Medicine Policy and CHS First Aid Policy and CHS Administering Medicines Policy**).
- Parents must give their permission when they sign the pupil information sheet during their children registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
- Prescription medicines will not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist as part of maintaining their health and well-being or when they are recovering from an illness. Parents/carers will be asked to fill in and sign the School Medicine Record as well as the "Medicine Administration" Form.
- In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting.
- If a child has been prescribed antibiotics please keep them home for the first 48 hours, to ensure no adverse effect as well as to give time for the medication to take effect.

- We do not administer any medication which has not been prescribed by a General Practitioner e.g. cough medicine, Calpol etc.
- Any child who has an EpiPen must have one in the setting at all times and must be in date. This must be accompanied by Cognita Individual Health Plan. All staff who are with the child must ensure they understand how to use the EpiPen, when to use it and know the child's allergies. The EpiPen should be kept in an individual bag, clearly labelled with photograph and name of child. This must be taken everywhere the child goes.
- We request that parents are contactable at all times. Any child suffering from a doubtful rash, high temperature, sore throat, discharge from the eyes or nose, or sickness and diarrhoea should be kept at home for 48 hours and until the symptoms have completely disappeared.
- Staff are asked during Supervision one to one meetings and 'on spot questioning' to make sure they know and understand the procedures for the above and feel confident to administer emergency first aid. Staff are asked to make sure they know what to do with the above but especially choking and resuscitation. Training/ refresher will be provided if staff are unsure or need more support.

Paediatric First Aid Training – 12 hours

Name	Qualification	Date Passed	Date to renew
Karen Hull Nursery Manager	TJ Training Paediatric 12 hour First Aid Course	06/01/17	05/01/20
Poppy Tomlinson Deputy Nursery Manager (maternity)	HABC level 2 Paediatric First Aid (QCF) renew before	21/03/17	15/03/20
Thea Critchley Deputy Nursery Manager	TJ Training Paediatric 12 hour First Aid Course	06/01/17	05/01/20
Paige Jackson Nursery Staff	JD Training Paediatric First Aid (Ofsted Approved)	01/06/16	24/05/19

May Leverington Nursery Staff	TJ Training Paediatric 12 hour First Aid Course	06/01/17	05/01/20
Harriet Breeze Nursery Staff	HABC level 3 Paediatric First Aid	13/08/15	06/08/18
Clare Young Reception Teacher	TJ Training Paediatric 12 hour First Aid Course	06/01/17	05/01/20
Helen Roberts Reception Teacher	TQUK Level 3 Paediatric First Aid (QCF)	27/10/16	19/10/19
Ruby Hunte Teaching Assistant	TJ Training Paediatric 12 hour First Aid Course	06/01/17	05/01/20
Felicity Mercer Nursery Bank Staff	TJ Training Paediatric 12 hour First Aid Course	06/01/17	05/01/20

Anaphylaxis Awareness Course (Including Epipens/Anapens)

Name	Date Passed	Date to Review
Poppy Tomlinson	13/10/15	13/10/18
Karen Hull	04/01/16	04/01/19
Harriet Breeze	04/01/16	04/01/19
May Leverington	04/01/16	04/01/19
Ruby Hunte	04/01/16	04/01/19

Legal framework

- Health and Safety (First Aid) Regulations (1981)
- Statutory Framework for the Early Years Foundation Stage – Setting the standards for learning, development and care for children from birth to five (April 2017).

Please refer to Colchester High School Policies

First Aid Policy

Administration of Medication

Early Years: Policies and Procedures

- 6.1 Administrating Medicines
- 6.2 Managing Children with Allergies, or who are Sick or Infectious
- 6.3 Recording or Reporting of Accidents and Incidents