Calder Valley Steiner Education
Calder Valley Steiner Nursery
Making time for Childhood

First Aid and Illness Policy

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FIRST AID

There will always be a member of staff with an up to date first aid training, or be currently on an approved course.

All staff who are qualified first aiders will display certificates.

First Aid box. Is available in the office and taken out doors on any walk

- Contents must conform to current regulations (As minimum)
- Contents must be checked and restocked every term by the appointed member of staff team.
- If teachers take the children out of school, they must take with them a first aid kit, and comply with the Health and Safety and risk assessment policies.
- Any activities outside school will always have a First Aider in attendance, adhering to the health and safety policy.

Accident Book: must be kept with the First Aid box in the office.

- A body map should be used to record the site of injury (see Appendix 1.)
- Located with the First Aid box.
- **MUST BE FILLED IN FOR ALL ACCIDENTS. Parents must be notified when the child is collected and the book signed. If the parent will not be picking the child up the parent will be notified by phone.**
- **If a child suffers a head injury parents will be notified immediately**
- When the book is full must be kept for three years.

If the child is able to remain within the setting the child's condition must be monitored throughout the session. Parent/guardian contacted and the child sent home if condition warrants.

ACCIDENTS & SICKNESS:

In the event of an accident:

- Keep calm
- Ensure another member of staff knows there is a problem
- Child must first be assessed and treated. Made comfortable. Be re-assured. First aider should follow the first aid training procedures and manual.
- Emergency Services called if required.
- If a child receives a bump to the head, parents will be informed and advice given regarding head injury. Appendix 2

If a child suffers any of the following, they should be transferred to hospital immediately:

1. Head Injury with loss of consciousness, vomiting or visual disturbance
2. Serious Burn
3. Swallowing an object that is restricting breathing
4. Serious cut, where stemming the blood is not working.
5. If a child suffers a serious fall, they should not be moved until emergencies services arrive.
6. If a child is stung and suffers an allergic reaction.
7. A choking incident

NB. If in any doubt about a child's condition call 999 or transfer them to hospital.

Parents/guardian must be contacted if the child is badly injured or has to be removed to hospital.

Anaphylaxis

There is an additional policy for allergies and intolerances

Additional Information

A member of staff must remain, with remaining children for duration of the session.

All staff just has access to child's records. These must be kept up to date and all records must go with child if they are taken to the doctor or hospital.

Gloves must be worn when mopping up urine, faeces or blood spillages. The gloves are located with the First Aid box and changing area. All staff must be aware of how to treat spillages.

A child who is obviously sick should not be accepted into school in the morning.

If a staff member believes a child to be infectious, they must isolate that child in the sick bay area.

All staff should be aware if a child in the school has a long-term chronic condition which may need additional attention or may cause an issue during the school day.

If a child is showing any symptoms of COVID-19 the parents should be contacted without delay, the child should be isolated with a member of staff

Accidents involving Staff

- Accidents must be entered into the Accident Book.
- If a member of staff cannot continue to work due to an accident or illness, cover must be sorted. If cover can not be arranged parents should be contacted to take their children home.

If a member of staff has a serious accident, then the above procedures should be followed.

List of emergency cover phone numbers are available on the notice board next to the phone and in the register.

Risk Assessments are carried out for each specific event. A General Risk Assessment is carried out every year and documents referring to this can be viewed in the Risk Assessment file held at the office.

NB All serious injuries, Illness, accidents or deaths must be reported to OFSTED within 14 days of occurrence.

Monitoring Compliance

- All staff must read this policy
- This policy should be adopted by all staff in their practice
- This document will be reviewed annually.
- All incidents/accidents will be recorded
- All incidents may be used in an audit in order to improve practice

Appendix 1.

Body Map Guidance for Schools

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

*__At no time should an individual teacher/member of staff or school take photographic evidence of any injuries or marks to a child's person, the body map below should be used. Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g. MAST or the child's social worker if already an open case to social care.__

When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

Ensure First Aid is provided where required and then recorded appropriately.

A copy of the body map should be kept on the child's concern/confidential file.

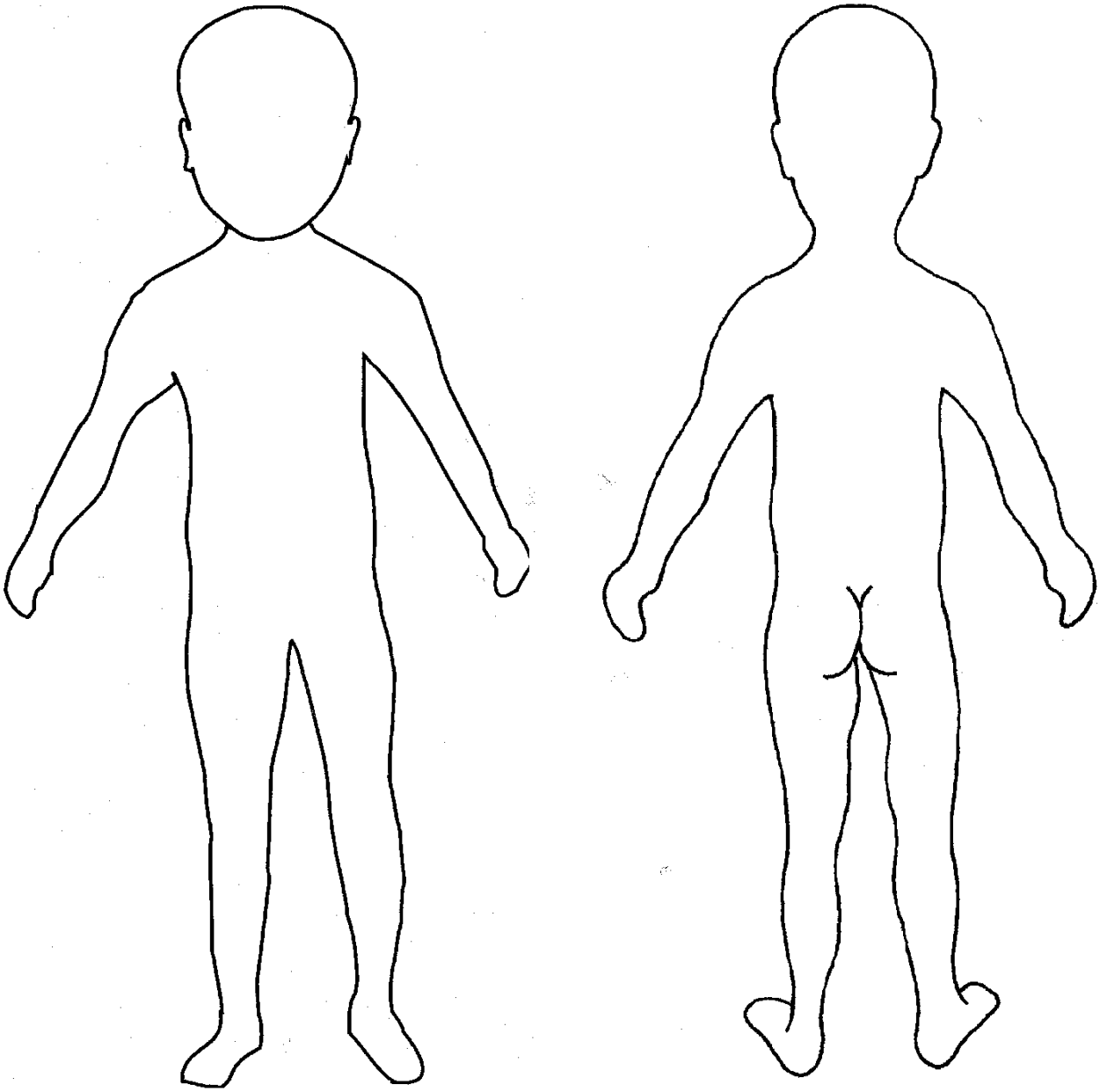
BODYMAP

(This must be completed at time of observation)

Name of Pupil: ..... Date of Birth: .....

Name of Staff: ..... Job title: .....

Date and time of observation: .....



Appendix 2

Head Injury Advice for Parents

Children have many bangs to the head and it can be difficult to tell whether they are serious or not. Most head injuries are not serious and simply result in a bump or bruise but occasionally head injuries can result in damage to the brain.

If your child bumps their head, follow the advice below:

If your child

- Has not been 'knocked out'
- Is alert and interacts with you
- Has been sick but only once
- Has bruising or minor cuts to their head
- Cried immediately but otherwise normal

Manage at home with the advice overleaf

If you think that

- Your child has fallen from a height greater than your child's own height
- Your child has fallen from a height more than a metre or yard

Or

- If your child is under 1 year old
- Your child has been deliberately harmed (abused)

Seek immediate medical advice. Take your child to the nearest Accident and Emergency Department or contact NHS on 111 or visit www.nhs.uk

If your child:

- Has been 'knocked out' at any time
- Has been sick more than once
- Has clear fluid dribbling out of their nose, ears or both
- Has blood coming from inside one or both of their ears
- Has difficulty speaking or understanding what you are saying
- Is sleepy and you cannot wake them
- Has weakness in their arms and legs or are losing their balance
- Has had a convulsion or fit

You need urgent help please phone 999 or go straight to the nearest Accident and Emergency Department

Head Injury Advice for Parents

- Observe your child closely for the next 2-3 days.
- Check that they can respond to you normally and can move their arms and legs.
- Give your child children's liquid paracetamol or ibuprofen if they are in pain.
- Always follow the manufacturer's instructions for the correct dose.

- If the area is swollen or bruised, try placing a cold facecloth over it for 20 minutes every 3-4 hours.
- Make sure your child is drinking enough fluid - water is best, and lukewarm drinks can also be soothing. Keep the room they are in at a comfortable temperature, but well ventilated.
- Give them plenty of rest and make sure they avoid any strenuous activity for the next 2-3 days.
- Avoid playing team sports for 2-3 weeks.

These things are expected:

- Mild headache, especially while watching TV or computer games.
- Being off their food.
- Tiredness or trouble getting to sleep.
- Irritability or bad temper. Concentration problems.
- If things do not get better in one week, phone NHS 111 or contact your GP

All the above advice is taken directly from NHS England, but if you are in any doubt please contact 111, 999 or take your child directly to A&E