

# Happy Days Pre School (Navenby)

## Accidents and First Aid Policy and Procedure

All members of staff at Happy Days Pre School (Navenby) are required to hold a Paediatric First Aid Certificate. At least one member of staff with current Paediatric First Aid will be on the premises or on an outing at any one time. Paediatric First Aid qualifications will be appropriate to caring for infants and young children and approved by the Local Authority (as listed in the Lincolnshire Early Years Training directory).

Happy Days Pre School (Navenby) has valid Public and Employer's Liability Insurance cover.

### Accidents and Incidents

In order to deal with accidents and incidents we will ensure that:

- The first aid kit complies with the Health and Safety (First Aid) Regulations 1981.
- The first aid kit is regularly checked by a designated person. The designated person is **Nikki Greenaway**.
- The first aid kit is clearly marked and is easily accessible to adults and out of reach of children.
- **The first aid kit is located in the main hall store cupboard**
- An accident/incident and first aid log is on the premises at all times and is easily accessible. (In large settings each room may have one and must be monitored by manager, this also applies to number of first aid kits available).
- The accident/incident and first aid log is completed as required with the date, time, details of the accident/incident, first aid treatment administered and signed by staff and a witness. Parents will be informed as soon as possible of the accident /incident and asked to sign the first aid log on the day the accident occurred.
- Staff members are aware of the location of the first aid kit, accident/incident log and the procedure for reporting.
- Parents/carers have signed the appropriate consent forms on their child's registration to the setting.
- Medical advice/assistance is sought (GP or Hospital) where necessary.

### Emergency Procedure

1. ASSESS SITUATION- SECURE FROM DANGER REMOVE OTHER PEOPLE
2. TREAT INJURY- PERFORM ANY TREATMENT NECESSARY
3. IF NECESSARY- CALL ASSISTANCE [DOCTOR OR AMBULANCE]
4. INFORM PARENTS- EITHER BY RINGING, OR AT THE END OF THE SESSION, ACCORDING TO THE SEVERITY OF THE INCIDENT

**ANY SERIOUS ACCIDENT WILL BE REPORTED TO THE HEALTH & SAFETY EXECUTIVE (RIDDOR) AND OFSTED.**

This policy has been adopted by Happy Days Pre School (Navenby)

Signed on behalf of the setting by:

..... Chairperson – Michelle Nunn

..... Manager – Caroline Stallwood

Date: