

# First Aid Policy & Procedure

## Statement

We believe that the children attending Tisbury Pre-school should be given the freedom to enjoy our Pre-school environment, including the outside space where children will be able to ride bikes, climb, balance and run.

Children receive immediate first aid treatment in the event of an accident or incident.

Staff are confident in dealing with minor injuries and in determining if further medical support is required.

Staff are trained and know what to do in the event of a medical emergency for a child with a known medical condition.

Parents are informed of any injuries their child has sustained whilst in the Pre-school setting and records retained for future reference.

## Procedure for Indoor Areas:

- The adult(s) supervising the inside area will call to alert the other adult(s) that assistance is required.
- A second adult, should assist, if necessary, by providing the first adult with the First Aid kit whilst maintaining a watch on the other children.
- Should all the other adults be outside at the time of the accident they should be alerted to the accident and assess the help needed.
- The hurt/injured child should be made comfortable, if it is appropriate to do so and the injury attended to.
- Children should remain together inside unless sufficient staff are present to maintain an outside presence.
- The injured child should remain in the care of an adult until either the child's parent, a doctor or a paramedic arrives.
- The Contingency Plan should be invoked in the event that there are only 2 staff members working at the time.

## Procedure for Outdoor Area:

- The adult supervising the outside area will call to alert the other adult(s) that assistance is required.
- A second adult, if outside, should assist, if necessary, by providing the first adult with the First Aid kit and mobile phone whilst maintaining a watch on the other children.
- Should a second adult be inside at the time, they should go to the playroom door and assess the help needed.
- The hurt/injured child should be brought inside, if it is appropriate to do so and the injury attended to. If it is appropriate to move the child, then the Contingency plan should be invoked and all the other children using the outside space should be brought inside.
- Children should remain together inside unless sufficient staff are present to maintain an outside presence.
- The injured child should remain in the care of an adult until either the child's parent, a doctor or a paramedic arrives.

A cordless landline, mobile telephone and a First Aid Kit are available in the playroom.

At the time of each child's admission to our setting, we seek written permission for obtaining emergency medical advice or treatment from parents/carers.

The Pre-school is unable to provide an escort to accompany an injured child in an ambulance if hospital treatment is necessary. Staff will make every attempt to contact the child's parent/carer to alert them of the accident.

This policy was adopted by: Tisbury Pre-School Committee

On: (date) 25<sup>th</sup> November 2020

Signed on behalf of the provider: .....

Name of Signatory: .....

Position: .....

This policy is due for review on: December 2021