



## Safeguarding

Magdalene Pre-school

## First aid Policy

- Staff are trained in first aid and paediatric first aid including epi-pen training.
- Staff re-train every three years and have refresher training annually to maintain a high standard and knowledge of first aid.
- All accidents are recorded in the accident book, keeping all information confidential.
- All accidents are recorded by a staff member who witnessed the accident as soon as possible, signing and dating the accident book.
- Parents/carers of injured children are informed and asked to sign the accident book on collection and are given a duplicate of the page.
- Parents/carers of a child that has sustained a bump to the head will be advised by telephone if needed, this will be recorded in the accident book. Head injury information is given.
- Staff will apply a cold compress or a frozen bump bag immediately to any bumps or sprains to reduce swelling.
- All staff wear disposable rubber gloves when treating open cuts or wounds to protect the child and themselves from cross infection, disposing of the gloves hygienically in the outside bin.
- Any inhalers kept at preschool for individual children have the appropriate form completed by key person and parent. The administration will be logged and parents sign at the end of the session.
- All medication is kept out of reach of the children in the first aid box situated in the cupboard.
- Any medication given to children is done so by a member of staff and witnessed by another member of staff, it must be logged in the medication book immediately by the administering member of staff and signed by the witness, the parent then signs to confirm at the end of the session.
- The first aid box is checked regularly by the designated member of staff: Alicia Zawada
- In the event of being unable to contact parent/carers or emergency contacts for a very unwell child with raised temperature that has not come down after Calpol has been given, we will call an ambulance.
- We will not exclude any child with a long term medical condition. We will carry out a full risk assessment and work with the family to ensure the best practice. We will undergo training if necessary.
- We will administer medication as prescribed if need.
- We will administer Calpol in a serious health situation.
- We will use a spare blue (salbutamol) inhaler in an emergency.

Signed by.....Date.....

On behalf of the management committee