

Mayday Playschool
Health & safety
Accidents and First Aid Policy and Procedure

Statement of intent

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 Medway Early Years Training Programme).

Mayday Playschool has valid Public and Employer's Liability Insurance cover. (Pre-school learning alliance)

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.
- A designated person regularly checks the first aid kit.
- The designated person is: Emma Bradley
- 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 kitchen
- An accident/incident and first aid log is on the premises at all times and is easily accessible.
- 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/incident 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 and remove other people.
2. Treat if necessary – call for assistance [doctor or ambulance].
3. Injury – perform any treatment necessary.
4. From parents – either by ringing, or at the end of the session, according to the severity of the incident.
5. Contact other members of staff to cover at the setting in order to maintain adult, child ratio.

ANY SERIOUS ACCIDENT WILL BE REPORTED TO THE HEALTH & SAFETY EXECUTIVE (RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) AND OFSTED. WWW.hse.gov.uk OFSTED 03001231231

This policy has been adopted by Mayday Playschool

Signed on behalf of the setting by: all members of staff

Date:

Review Date:

This policy relates to the Safeguarding & welfare requirements 3.24(staff qualifications)