



Norfolk House Nursery

First Aid Policy and Procedures

The Safeguarding and Welfare Requirements

3.25

Norfolk House Nursery staff that are included within the ratio, must hold an up to date valid Paediatric First Aid Certificate.

Procedures

- Training should preferably be nationally approved and an accredited first aid qualification or one that is a member of a trade body with an approval and monitoring scheme.
- The training must cover the course content that is covered by St John Ambulance or Red Cross Paediatric.
- All staff that are included in the ratio must hold an up to date Paediatric Emergency First Aid Certificate. A green cross should be marked next to the staff name on the staffing grids to demonstrate they are first aid trained.
- The Nursery Manager must ensure that all staff are trained in paediatric first aid.
- The names of all First Aiders should be prominently displayed throughout nursery.
- The location of First Aid Kits should be prominently displayed throughout nursery.
- The travel First Aid Kit must be taken on all trips and outings (including an ear thermometer, and cold compresses) which are stored in the office. The children's own medication must also be taken (see Medication Policy and procedures).
- Paediatric first aid training should be renewed at least every three years or sooner if necessary, and this must be organised prior to the certificates expiry date.

This Policy and Procedure was reviewed in June 2021 by Hayley Fox, Senior Nursery Manager

Date for next review: June 2022

Date Sent to Director: June 2021

Date sent to Nursery Manager:
28/06/2021

Name:

Date disseminated to staff:

Proof read by Sulina Wyton, Office and Finance Manager: 28/06/2021

- All staff must ensure that they are up to date with any changes within First Aid practices and the administration of medicines/creams etc.
- Staff are expected to be involved in emergency training.
- Specialist training will be given to support children with special needs or to administer any specialist treatment. This training must be renewed annually or as and when required. It is the Nursery Managers responsibility to ensure that this is arranged.
- Staff are expected to put all training into practice when/if required.
- The first aid kit should be checked every month by the Health and Safety coordinator to ensure that it contains the following (as recommended by the HSE-see website):
 - A leaflet on general first aid
 - Medium sterile dressings (12cm x 12cm)
 - Large sterile dressings (18cm x 18cm)
 - Assorted plasters (relevant for the work area)
 - Triangular bandage (90cm x 127cm)
 - Safety pins (assorted)
 - Sterile eye pads
 - Disposable gloves
- At least one member of management should be trained in Mental Health First Aid.

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