10 - First Aid Policy

All Staff are Qualified First Aider’s

Location of first aid
- Rainbow room
- A minor incident report book is located in the filing cabinet
- Accident report forms are in the filing cabinet
- Parent contact telephone numbers are in the locked filing cabinet

The named person will check the first aid box once a term. If supplies run low in the meantime please report this to her.

Minor accidents
Small cuts, grazes and bumps should be looked after by nursery staff. However minor they should be noted in the nursery accident book and signed on collection by the parent/carer.

Guidelines for minor first aid:
- **Small cuts/abrasions** – wash under running cold water or with a cold compress. Cover with a plaster if cut/graze is open.
- **Sand/foreign body in the eye** – irrigate with water. Do not attempt to remove object if this doesn’t work. Cover eye with cold compress and ring for parent.
- **Bumps/bruises** – apply cold compress to area. Always check child regularly for adverse signs for bumps to the head.
- **Splinters** - do not attempt to remove. Cover with a plaster or a cold compress

Disposable gloves must always be worn when dealing with any blood or any other bodily fluid. Soiled gloves, gauzes, paper towels etc. should be placed in double thickness plastic bags and disposed of in the outside bin.

Serious accidents
- **DO NOT MOVE THE INJURED PERSON** call the qualified first aider of necessary
- **IMMEDIATELY INFORM THE NURSERY MANAGER** who will telephone for an ambulance
- **CLEAR** all other children from the accident area
- **CONTACT PARENTS IMMEDIATELY**
- **COMPLETE** the appropriate forms

Reviewed annually