

First Aid

Policy Statement

At Harvey Bears we are qualified to take action in the event of an accident which involves a child or adult. All staff are encouraged to complete Paediatric First Aid training with an OFSTED recognised company.

Procedures

Information about which staff have completed first aid training is displayed, and made available to parents.

The first aid box is easily accessible and regularly checked by an appointed member of staff.

The first aid box is kept out of reach of the children.

Medicine is only administered in line with our Administering Medicines policy.

We do have calpol on the premises, but this is only given with verbal or written permission from the parents/carers. It is recorded and witnessed and the parent will sign the form when they collect the child.

In the case of a minor accident or injury first aid is administered by a qualified first aider. The accident/incident is recorded along with the first aid given. The parent/carer is asked to sign the form when they collect their child.

If this does not happen the parent/carer is informed via Family.

If the child is unduly upset or we have concerns about the injury the parents are contacted immediately.

If an ambulance is required, we call it immediately and contact parents or other named contacts.

Parents sign a consent form on registration, allowing a member of staff to escort a child to hospital. The parents are contacted immediately, informed of what has happened and informed where the child has been taken to.

Accidents and injuries are always recorded and OFSTED, Health and Safety Executive and any child protection agencies are notified in line with requirements.