



FOREST ROW COMMUNITY PRE-SCHOOL POLICY

3. ACCIDENTS AND EMERGENCIES

Forest Row Community Pre-school will ensure a First Aid trained member of staff is present at each session and encourages all assistants to undertake training by an approved First Aid training provider.

The First Aid box is kept in the store cupboard and placed on the supervisor's counter by the supervisor for the duration of each session. An additional portable first aid box is taken on all outings. Gloves and solution for cleaning up spills of body fluids are kept on the wall in the cloakroom area. The Pre-school will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing. Parents are requested to complete a form for records, stating if their child is or is not allergic to plasters or any dressings.

In case of an accident a First Aider present will be informed immediately and will be responsible for dealing with the child. She will instruct a member of staff to telephone for the child's parent/carer and/or ambulance as she sees fit. If the injury (or illness) is severe and the parent/carer has been unable to be contacted then the member of staff most familiar with the child will accompany him/her to hospital.

All accidents to children and adults, however slight, must be recorded in the Accident Book, one for adults and one for children which is kept on the supervisor's desk. Particulars of who was injured, when and how the incident occurred and what action was taken should be recorded as soon as the incident is dealt with, while details are still clearly remembered. Parents/carers must be informed of any injury to their child and be asked to read and sign the relevant entry in the Accident Book when collecting their child.

Ofsted must be notified as soon as possible (and at the latest within 14 days) of any serious accident, illness or injury to, or death of, any child in Pre-school's care or any adults on the premises and of the action taken in respect of it.

The local child protection agencies must also be notified of any serious accident or injury to, or the death of, any child whilst in the care of the Pre-school and the playgroup must act on any advice given.

The Health and Safety Officer – Sandra Booth is responsible for checking the First Aid box termly and replenishing stocks. The Supervisor is responsible for maintaining stocks of general supplies which include gloves/cleaning fluids.

At least one member of staff who has a current paediatric first aid certificate must be on the premises at all times when children are present. There must be at least one person on outings who has a current paediatric first aid certificate.

First aid training is undertaken that is approved by the local authority and consistent with the guidance set out in the *Practice Guidance for the Early Years Foundation Stage*.

First Aid trained staff:

Mary Upfold-Supervisor; Jean Wolvey-Deputy Supervisor; assistants: Antonia Grant, Sandra Booth and Sue Miles.

All staff are trained to administer epi-pen medication should it be required in the case of a child with known allergies for which an epi-pen has been provided by the parents/carers for an emergency situation.

Emergency telephone: Pre-school 01342-825625

Parish office telephone: 01342-822661 - Office hours (10am-3pm Tue-Fri)

Date Prepared	Reviewed	Next Review
March 1995	September 1997	March 2006
	September 1999	
	September 2001	
	March 2004	
Re-written April 2007		March 2008
Updated September 2008		