

STORAGE AND ADMINISTRATION OF FIRST AID

1. All staff must be in possession of an up to date First Aid qualification (approved by the Health and Safety Executive). They must inform the Manager in advance of the expiry date so training can be updated before the qualification runs out.
2. Two Senior member of staff will be the designated First aider's and will be responsible for taking charge of any incidents that may occur on the premises. They will also call the Emergency Services.

The current designated First Aider's are: Alice White
Christine Law

Position: Management

3. There is a First Aid cabinet in each building (Garden Room/Main Nursery/Baby Unit), which should be clearly labelled and accessible to staff but not to children.
4. Management should check the First Aid Cabinets once a week to make sure they have adequate supplies for the nursery and that the items are stored correctly. All topical medicines should be labelled with an Expiry date. Any stock running low should be ordered on the shopping list in advance.
5. When children are registering at the Nursery the parents must sign a consent form regarding permission to administer First Aid/ medicines and the transference to Hospital. Parents should also be given a list of any topical medicines kept in the First Aid cabinets, so they can notify staff of any allergies to them. This should then be kept in the child's nursery file for reference.
6. If an accident occurs whilst on Nursery premises then it should be logged in the Accident book. Entries should include the date and time of the accident, the name of the injured person and the First Aider, an account of the accident and how it was dealt with and any witnesses. This must be countersigned by the parent/Guardian at collection time. It should also be written on the child's home diary and if it has any long-term consequences, in their Nursery file.
7. Staff accidents must also be logged. There are accident record sheets in the Policies and Procedures file in the office. If a member of staff is off work for three days (including weekends) due to an accident/illness at work, they must fill in form F2508 and send it to the Health and Safety Executive.