



Tilbury Nursery,
Potters Bar United Reformed Church,
Darkes Lane, Potters Bar,
Hertfordshire EN6 1BZ.

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First Aid and Administration of Medication

Policy statement

Our nursery staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children. We aim to ensure that first aid training is local authority approved and is relevant to staff caring for young children. All staff attend a renewal Paediatric First Aid course every three years.

Procedures

The first aid kit

Our first aid kit is accessible at all times, and is stored in the secure Nursery cupboard. It complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items:

- Triangular bandages (one is sterile) x 4.
- Sterile dressings:
 - Small (formerly Medium No 8) x 3.
 - Medium (formerly Large No 9) - HSE 1 x 3.
 - Large (formerly Extra Large No 3) - HSE 2 x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) eg No 16 dressing x 2.

- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.
- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.

The first aid box is easily accessible to adults, can be found in the secure Nursery cupboard and is kept out of the reach of children.

Non-allergic plasters may not be used unless parents have instructed otherwise.

Administration of Medication

- No non-prescription medications, such as Calpol, will be administered by the Nursery staff during Nursery sessions.
- No anti-biotic will be administered by the Nursery staff during Nursery sessions.
- Asthma inhalers and Epi-Pens will be administered by Nursery staff once written information has been obtained from parents, giving clear instructions about dosage, administration and permission for a member of staff to follow the instructions. Parents are responsible for ensuring that this medication is 'in date'. Full details including a picture of the child is displayed daily in the Nursery kitchen for all staff to see.
- If any other life-saving medication is required for the child a staff and parent discussion should take place and a qualified health professional will instruct the staff on administration of the medication.
- At the time of admission to our nursery, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined,

treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

- Our nursery maintains a record of all accidents (however minor), injuries and First Aid treatment on a daily basis. Parents/carers are asked to sign and acknowledge that they have been informed.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

This policy was adopted at a Management Committee meeting of Potters Bar URC Nursery

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the

Management Committee

Name of signatory

Role of signatory