The Nest
CARE & HOLIDAY CLUB

FIRST AID, ACCIDENT AND INCIDENT POLICY

The Nest is committed to providing emergency first aid provision to deal with accidents and incidents affecting children, staff and visitors. The arrangements within this policy are based on risk assessments carried out by the Nest.

The Nest will take every reasonable precaution to ensure the safety and wellbeing of all children, staff and visitors.

This policy aims to:

- Ensure the Nest has adequate, safe and effective first aid provision for every child, staff member and visitor to be looked after in the event of any illness, accident or injury.
- Ensure staff are aware of the procedures in the event of any illness, accident or injury.
- Ensure that prescribed medicines are only administered in school when consent from the parent/carer has been given
- Ensure all medicines are appropriately stored.
- Promote effective infection control.

This policy is based on legislation and statutory guidance, including:

- Health and Safety at Work Act 1974
- The Health and Safety (First Aid) Regulations 1981 (as amended 2013)
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE Statutory Framework for the Early Years Foundation Stage – Setting the standards for learning, development and care for children from birth to five (DfE 2024)
- DfE Supporting children at school with medical conditions (updated September 2015)
- DfE Special educational needs and disability code of practice: 0–25 years Statutory guidance for organisations who work with and support children and young people with special educational needs and disabilities (updated April 2020)
- DfE First Aid in Schools, Early Years and Further Education 2022

In accordance with the Early Years Foundation Stage (DfE 2024), at least one person who has a current Paediatric First Aid (PFA) certificate must always be on the premises and available when children are present and must accompany children on outings. All newly qualified entrants to the early years workforce who are included in the staff:child ratios must hold, or obtain within three months of starting work, a full PFA certificate.

Responsibilities

The Committee and management team are responsible for:

• The development and implementation of this policy and corresponding procedures
• Ensuring the relevant risk assessments, and assessment of the first aid needs of the Nest have been conducted.
• Ensuring there are enough appointed first aiders in line with the Early Years Foundation Stage (EYFS) guidelines
• Ensuring there are procedures in place for first aid during off-site, out of hours activities such as woodland walks or parent's evening
• Ensure that insurance arrangements provide full cover for any potential claims
• Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring there are processes in place to validate that staff have sufficient understanding, confidence and expertise to carry out first aid duties
• Ensuring that first aid provision for staff does not fall below the required standard and that it complies with relevant guidance and legislation.

The Nest manager is responsible for:

• The development and implementation of this policy and related procedures
• Ensuring all staff and parents are made aware of the Nest's policy and arrangements regarding first aid
• Ensuring all staff are aware of the location of first aid equipment and how it can be accessed.
• Ensuring all staff are aware of the identities of all The Nest first aiders.

All staff are responsible for:

• Ensuring they have sufficient awareness of this policy and procedures
• Securing the welfare of the children in The Nest

First aid staff are responsible for:

• Completing and renewing their first aid training
• Ensuring they are comfortable and confident to carry out first aid
• Ensuring they are aware of the content of this policy and procedures for administering first aid.

First Aid Provision

The Nest will review its first aid arrangements, at least annually to ensure that these arrangements continue to be relevant and appropriate for hazards and risks on the Nest premises.
The Nest will have suitably stocked first aid provision available at all times.
All first aid containers will be identified by a white cross on a green background.
It is the responsibility of the Nest Manager and Deputy Nest Manager to review stock, discard and replace any out-of-date items.

The Nest first aid box is located – in the kitchen and shed 1 in the garden.

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First Aiders

The main duties of the first aiders will be to administer immediate first aid to children, staff and visitors and to ensure an ambulance is called when necessary. First aiders also need to know how and where to access the nearest automated external defibrillator (AED).

The nearest defibrillator is located at the front of Potton Primary's Branches office (the old middle school reception area).

The Nest will ensure all first aiders hold a valid certificate of competence and that refresher training is arranged every three years.

First aid notices detailing the names of qualified first aiders on site, will be displayed around the Nest building.

The Nest does not have a designated first aid room but does have designated quiet spaces.

Emergency Procedures

If an accident, illness or injury occurs, the first aider will take charge of administering first aid. If the first aider does not consider they can adequately deal with the presenting condition by the administration of first aid, they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding member of staff will call the emergency services immediately.

Where necessary a first aider will administer emergency help and first aid to all injured persons until professional medical help arrives.

Where the seriously injured or unwell individual is a child, the following process will be followed:
• A responding staff member will call the emergency services and follow the instructions of the call handler
• Another staff member will contact the next of kin/parent/carer of child
• Where an ambulance is required, a staff member accompanies the injured person to the hospital and waits with them until the next of kin/parent/carer arrives at the hospital
• Where an ambulance is not required, but medical attention is needed, the child's parent or person's next of kin will be called as soon as possible to inform them of the situation. The person/child will be monitored by first aiders until the next of kin/parent/carer arrives on site.
• The Nest will ensure no further injury can result from any incidents that occur, either by making the scene of the incident safe, or if they are fit to be moved, by removing the injured person from the scene.
• Responding staff members will attend to our other children

All staff have access to staff and child emergency contacts and know where to locate these.

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Reporting Accidents and Record Keeping

In the event of an incident or injury, a parent or guardian will be informed as soon as practicable. In the event of a serious injury or incident requiring emergency medical treatment, the Nest will telephone the parent or guardian as soon as possible. Parents will be informed of other accidents, incidents or injuries plus any first aid administered via an accident form, a copy of this will be filed in the office. The Nest manager is responsible for recording the accident information, not only to ensure parents/carers have been informed, but to also ensure an incidence record is maintained.

The first aid records will include:
- The date, time and location of the incident
- The name of the injured or ill person
- Details of the injury or illness and what first aid was administered
- Detail of what happened to the person immediately afterwards
- The name and signature of the first aider and a counter-signatory

The Nest manager will ensure that any injury or accident which must be reported to the HSE or Ofsted under RIDDOR is reported in a timely and detailed manner.

This policy will be reviewed annually.

Signed on behalf of The Nest _____

Date Signed: _____

Date to be reviewed: _____