

APPENDIX D

First Aid Arrangements Specific to EYFS (March 2014)

First Aid Arrangements

- Each Year Group will have at least one qualified paediatric first aider
- Certificates and a list of qualified first aiders to be displayed at the first aid station in each classroom
- First aid station to contain a full first aid kit (to be checked weekly by a first aider)
- Mobile first aid kits to be stationed outside in case of first aid emergencies during outdoor learning (both outdoors and in the courtyard)
- All outdoor learning risk assessments to include arrangements for administering first aid
- Lunchtime risk assessment to include arrangements for administering first aid

Reporting and Recording the administration of first aid during the school day

- On administering first aid, the qualified first aider ensures that they log the incident and the treatment has been administered in the official first aid log. This log is locked safely in the first aid station in each classroom
- A first aid letter is completed (see EYFS template) and given to parents
- In case of a bumped head, a bumped head letter is given advising parents of the exact place of the bump and the course of action they may want to take
- The child is monitored throughout the day by the first aider where necessary.

Injuries from Home

- On noticing an injury from home (or an injury not sustained in school), an injury from home form is completed by whoever notices the injury
- The form details the what the child says is the exact cause of injury and how it happened
- Parents are consulted at the first available point (usually home time). The child's version of events is shared with the parent and the parent view is recorded. The injury from home form is then signed by the first aider and the parent and logged in the injury from home folder
- Each half term, the injury from home log sheets are passed on to the Primary Head who stores them securely for future reference
- Where the injury from home is linked to a safeguarding concern, a separate safeguarding concern form is completed (see Child Protection policy)

Allergies and medical conditions

- Where a child has a medical condition or concern that requires additional care, all staff are made aware of the specific need
- In cases of allergies, they are recorded for all staff to see at the first aid station (first name and initial of child- no photograph)
- All children suffering from asthma are recorded on a similar sheet displayed at the first aid station.

Administration of Medicine (including inhalers)

- All medicines (**except inhalers**) are stored in the secure cabinet in Nursery
- Inhalers are to be named and stored in a clear box at the first aid station of each class (and a spare stored in Nursery cupboard)
- Only medicines that are named and accompanied by a doctor's note will be accepted in school
- Qualified first aiders administer medicine in normal circumstances. In case of an emergency, the class teacher will administer the medication and then seek the immediate advice of the first aider or School Nurse
- Any medicine administered (including inhalers) is recorded in the 'administering medicine log' which must be counter signed by the parent
- All medicines (including inhalers) are taken on educational visits out of school where a qualified first aider is responsible for them.