

Thanet Early Years Project

Paediatric First Aid Policy

At Thanet Early Years Project settings, staff holding a Paediatric First Aid (PFA) certificate are able to take action to apply PFA treatment in the event of an accident involving a child or adult.

Procedures

- Every three years all senior staff and some Nursery Practitioners in Thanet Early Years settings are trained in PFA
- Copies of PFA certificates are held in the Managers office in staff files and original certificates are held at Thanet Early Years head office (personnel files).
- Our first aid kit complies with the Health and Safety Regulations 1981 and are checked once a term by the designated staff member in the setting and re-stocked as necessary.
- First aid boxes are located in the _____. The first aid boxes are easily accessible to the adults but out of reach of the children.
- At the time of admission to the setting parent's written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Minor injuries will be treated by a qualified PFA practitioner. For more serious injuries early years staff will contact a health professional for advice and an informed decision will be made to seek treatment from further medical professionals.
- In cases of serious injury, the emergency services will be called, and parents will be informed immediately.
- All serious incidents/accidents are reported to the TEYP Project Manager promptly.

All staff are to be aware of the accident procedures as follows:

- Carry out a PFA assessment on the child or adult before moving the patient using the PFA cards provided.
- Check casualty is breathing
- Check pulse and look for signs of bleeding or shock
- Check for sign of serious injury
- If head, spinal or major leg injury is apparent, DO NOT MOVE casualty, otherwise if unconscious, place in the recovery position
- Call ambulance immediately.

In all other cases of minor injuries, support the casualty to a safe/dry area. Treat minor injuries and treat with PFA.

Reporting the accident

Children that require PFA will be recorded on an accident record sheet. Staff to report all injuries involving PFA treatment to the setting manager and to parents through one of the following methods:

- Face to face communication
- Contact books

- Telephone call
- Serious injuries that require professional medical attention will be reported to RIDDOR, Ofsted, and LADO

All accidents requiring PFA treatment will also be recorded on an accident record sheet and monitored for the minimum time of 1 hour. Parents will sign on collection.

Head Injuries

- An accident form will be completed by the member of staff providing PFA.
- This form is shared with parents and includes details of how/where/when the accident happened, and treatment received. A copy of the accident form is added to the 'accident' file which is located in the Managers office.
- Staff accidents are reported to the setting manager and TEYP head office.
- Accidents will be investigated by the Project Manager where appropriate.

Qualified staff

There are a number of qualified Paediatric First Aiders on duty at all times.

- A list of qualified Paediatric First Aiders is displayed on the wall in
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Thanet Early Years Project aim to foster a safe working culture and anyone who has concerns about any areas of practice or non-compliance of policies and procedures should speak immediately to their line manager in the first instance or the Project Manager on 01843 609634.