

First Aid Procedure

1. All staff are Paediatric First Aid trained.
2. First Aid boxes are situated in all rooms in the setting.
3. Upon registration, Parents/Carers give their permission in signature form to allow Sunnysdale Nursery Ltd to seek emergency medical advice or treatment. This information is then passed on to our nursery practitioners.
4. An accident form would be completed on EYLOG which is sent to the parents/carers.
5. An incident sheet would be completed EYLOG which is sent to the parents/carers.
6. In a medical emergency after calling 999, Parents/Carers would be notified immediately and arrangements made for the parents/carers to either come to the setting or go directly to the local hospital (Kings Mill Hospital). The original registration form would be taken with the child and only the Nursery Manager, Deputy Manager or child's key person would accompany the child.
7. OFSTED would be informed tel no: 0300 123 1231 where medical treatment has been given
8. The Nursery Manager would then follow up with a courtesy call and action to follow.
9. A RIDDOR online form will be completed by the Nursery Manager, or Deputy Manager in their absence where medical advice has been sought.
10. As a routine follow up. the incident sheet would be discussed with the Parents/Carers and if the Parent/Carer was unhappy with the procedure carried out, Sunnysdale Nursery Ltd's complaints procedure would be followed.

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