



Portman Early Childhood Centre

North East Locality Children's Centre

First Aid Policy

A list of qualified first aiders is displayed at the setting and throughout the building.

The Centre has valid Public and Employer's Liability Insurance cover.

Any serious accident to a child or adult must be reported to local authority and Ofsted.

Accidents and Incidents

In order to deal with accidents and incidents we will ensure that:

- The first aid kit complies with current Health and Safety (First Aid) Regulations.
- First Aider will assess, provide treatment and reassure the child /Adult needing treatment.
- The First Aid kit is checked once a month and is signed, dated and recorded in the Health and Safety file. Any used or out of date resources replaced by first Aider.
- The First Aid kit is clearly marked, accessible to adults and out of reach of children.
- A First Aid kit and accident forms are located in each room.
- The accident/incident form is completed as required with the date, time, details of the accident/incident, treatment administered and signed by staff and parents.
- Staff members are aware of the location of the First Aid kit and accident/incident forms and the procedure for reporting.
- Any child with a head injury is given an advice form to watch for any signs of concussion along with a copy of the accident form.
- Medical advice/assistance is sought (Hospital) where necessary. Using the Centre Mobil where possible so that first aider can answer direct questions from Emergency services.
- Parents/Carers are informed as soon as possible and asked to sign the report on the day of the accident/incident or as soon as possible.
- Senior Leadership will be informed of any serious accident ASAP.

- Any information on children's prior medical history/ medication that is necessary to share with AE should be kept in the child file in the office and a copy shared medical professionals.
- If unable to contact parents /carer we will call emergency numbers kept on reception. If still unable to contact parents /carers. A First aider will make the decision that the child will need to go to AE a member of staff will accompany the child and stay with them until the parent arrives at hospital. A copy of the accident form and child contacts must be taken to AE.
- The accident forms are regularly monitored by the senior leadership.
- Parents/Carers have signed the appropriate consent forms on their child's registration to the setting for emergency medical treatment.
- The lead Person on a trip is responsible for ensuring that the first aid kit is complete when taken on the outings
- The lead Person on a trip is responsible for ensuring that they bring medication for any child on a trip with per-existing medical condition.
- Parents will be informed of the procedure for children who are infectious based on advice from NHS England.

Guidelines for dealing with dental injuries

If a baby, toddler or young child injures the gums or baby teeth:

- Apply pressure to the area (if it's bleeding) with a piece of cold, wet gauze. If the child is able to follow instructions, ask them to bite down on the gauze.
- Offer an ice lolly to suck to reduce swelling or hold an ice pack wrapped in a flannel to the cheek.
- Watch for swelling of the gums, pain, fever or a change in the colour of the tooth.
- If teeth are broken keep the fragment for the parents.
- Only offer soft food to eat.
- Contact the child's parent/carers immediately so they can arrange a dental appointment.

If a permanent tooth is chipped or broken:

- Collect all pieces of the tooth.
- Rinse the mouth with warm water.
- Contact the child's parent/carers immediately so they can arrange a dental appointment.

If a permanent tooth is knocked out:

- Find the tooth (baby teeth have smooth edges).
- Hold the tooth by the crown (chewing end)
- Place the tooth in a container of milk. Do not store it in tap water
- For older children try placing the tooth back in the socket without touching the root. Have the child bite down on gauze to help keep it in place.
- If the tooth is stored in a container (rather than back in the socket) have the child bite down on a gauze pad or flannel to relieve bleeding and pain.

- Contact the child's parent/carers immediately so they can arrange a dental appointment. If the setting is unable to contact the parent, then a member of staff is to take the child direct to the dentist to seek emergency treatment call 111.

Emergency Procedure

Assess situation

Secure from danger /remove other people if necessary

Treat injury / perform any treatment necessary

Send someone Inform SLT

If necessary Call assistance [ambulance] [another First-aider]

Inform parents; immediately by telephone or at the end of the sessions according to the severity of the incident.

Any serious accident/incident should be reported to the Westminster LA and Ofsted.

Revised Jan 2025