



2-4 Brook Street
Luton, Bedfordshire
Tel: 01582 730510
www.trainingdepot.co.uk



First Aid Policy

A qualified First Aider holding a current paediatric first aid certificate is always on site at all times when the children are present at Training Depot Day Nursery. The Nursery keeps a record of all accidents, injuries, first aid treatment given and all prescribed and non-prescribed treatment that is given to a child. Prior to joining the Nursery, parents are to provide children's medical details to ensure provision (if required) is in place to meet the child's medical needs. Special arrangements and/or staff training will be provided where necessary.

The qualified First Aiders are:

Name	
1.	Aliyah Khan
2.	Anastasia Hymers
3.	Cherise Mackenzie
4.	Emily Alice Young
5.	Farah Akhtar
6.	Hafsa Begum
7.	Majeda Begum
8.	Nafisa Aziz
9.	Nargis Aziz
10.	Repon Chowdhury
11.	Salma Bibi
12.	Samaira Mehmood
13.	Sandhya Godhania
14.	Shanique Gonsalves
15.	Tamana Intisar
16.	Victoria Grey

The First Aid Boxes are located in the Office, Tigers Room and Tigers Den. The contents of the First Aid Boxes are checked by a Member of Staff every other month and all First Aid Boxes are restocked when required, expiry dates are noted, and items are replaced when necessary.

A defibrillator kept in the office in case of an emergency all first Aiders are trained to use the defibrillator if needed.

All staff at Training Depot Day Nursery will tend to the children when they have an accident. A qualified First Aider is informed of all accidents that occur. A qualified First Aider will decide on treatment needed and the best course of action to follow where necessary. A qualified First Aider will always accompany the children on every outing or trip.

All accidents are recorded in the Accident form. All the following details will be recorded; Full name of the Child, date, time, location in or out of the Nursery building, details of the accident, details of any injury, details of first aid given, recorded if the accident was witnessed or not witnessed, member of staff signature and a senior member of staff's signature. Parents are informed that their child has had an

accident at Nursery when they collect their child. Parents are to sign the accident form and a duplicate copy of the recorded accident will be given to the parents if they request one.

If a child receives a head injury at Training Depot Day Nursery, the Senior Member of Staff in charge will contact the parents and arrange for the child to be collected as soon as possible. Parents can then seek a doctor's advice and the child can be given the necessary treatment where needed.

If a child has a serious accident at Nursery, the Senior Member of Staff in charge will immediately be informed. A First Aider will carry out First Aid treatment. An ambulance will be called. The parents / guardian will be contacted and informed of the accident and the course of action that the Nursery is taking. A member of staff will travel with the child to hospital, taking all the child's details with them. Parents will be met at the hospital.

Any major injuries, diseases or dangerous occurrences are reported through Riddor 95, by the Senior Member of Staff in charge.

The Accident Records are reviewed monthly by the admin staff in the office and any necessary actions may be taken or put into place to minimise the likelihood of recurrence.

Reviewed in August 24 by Mrs Sandhya Godhania