**FIRST AID POLICY**

* Cuts and grazes will be cleaned with water.
* For minor accidents, i.e, bumps on the legs, hands, knees etc, a cold compress will be applied.
* Personal hygiene is to be strictly adhered to, gloves and aprons are to be always used when in contact with bodily fluids.
* Parents/Carers will be asked to give their consent for practitioners who hold relevant Paediatric first aid, to obtain and administer emergency first aid when registering their child with Baby Bears Day Care.

For injuries to the head, the child will be checked if they are conscious, if this is so, a cold compress is applied. Parents/Carers should be contacted regarding any injuries to the head or face. If the child is unconscious first aid will be conducted immediately, and the General Manager (Chelsea Cunningham) and Deputy Manager (Hannah Parker) informed. If considered necessary, an Ambulance (999) will be called.

* If a child needs to be transported to the hospital, every effort should be made to contact the parent/guardian to do so.
* Should an ambulance be required, one adult must accompany the child.
* Children should not be given anything to eat or drink.
* The child’s registration form, and Health Care plan if required, must be taken to the hospital with the child, alongside any Accident/Incident form being completed.
* The hospital will take responsibility to act in the child’s best interest if no consent has been given for the staff to act in loco parentis.
* Every effort must be made to maintain appropriate staffing levels at the nursery.
* All accidents will be recorded and include the date, time, circumstances, and details of injury, plus a body map to be completed. This form will then be put up on the child’s tapestry as an observation for Parents/Carers to see. If a copy is required staff will print a copy on request.

Medicines

* To be recorded on a medicine sheet and Parents/Carers must sign this document. Cough medicine and emergency Calpol will be stored in the fridge if needed in the staff room.
* Paracetamol Suspension can be given to a child who becomes unwell in an emergency, we will need to receive permission from a Parent/Carer before administration. Once a child reaches a temperature of 38c Parents/Carers will be phoned to collect their child. If they are delayed at all and we feel the child needs emergency Calpol we will seek permission to give it whilst waiting for the Parent/Carer to arrive.
* Antibiotics will be kept in an appropriate place.
* Level 3 qualified staff will administer all medicines which will be witnessed.
* Personal hygiene is to be strictly adhered to before/ after administering medicines.