**John Logie Baird ELCC**

**First Aid Procedure Policy**

If a child presents unwell:

1. Take the child to a quieter environment away from other children.
2. Check for a high temperature. Removing excessive clothing if necessary.
3. Request spillage bucket – this should contain sick bowl, tissues and PPE.
4. Ask the child how they are feeling, what is the matter? Where does it hurt?
5. Wash your hands before and after attending to the child.
6. Wear appropriate PPE if required.
7. Call parent/carer to inform them and seek medical advice if required.
8. Write out an accident form if the child is hurt/graze/bump.
9. First Aid trained staff are on hand in the school/nursery if required.
10. Staff must wear appropriate PPE – gloves, apron, mask and visor.
11. Staff member to take child to the outside shed to isolate.
12. Parent/carer to be contacted immediately to collect their child.
13. Child must not attend Nursery until a PCR test is taken and is negative.
14. If the case is positive, refer to Current Covid Guidance Update. (Most recent update displayed in foyer).

If medication is required we must have relevant administration forms completed. All medication labelled and in a zipped folder with child’s name/photo. Medication given should be prescribed by doctor. Instruction from parent should match that of doctor. Child must have been administered the medication prior to use within the nursery. Record the time and dosage each time given to child and another staff member should be present and countersign the form.

Reviewed: January 2023

Next review date: January 2024

**JLB ELCC – FIRST AID EMERGENCY PROCEDURE**

If someone is injured/ill you should:

Carry out primary survey, DRABC’s: Danger, Response, Airway, Breathing, Circulation.

* First check you and casualty are safe and in no danger. Make situation safe.
* If necessary, call 999 or 112 for an ambulance, when safe to do so, or ask someone to do this for you.
* Carry out basic first aid procedures (NHS inform Scotland).

Request trained First Aiders to respond (Nursery: Fiona) (School: Romy, Emma, Connor).

If casualty requires their own medication, ask someone to retrieve their prescribed, labelled medication.

If casualty is breathing, put them into the recovery position.

If an ambulance has been phoned, ensure parent/carer have been notified.

Keep casualty/calm and reassured.

Wear appropriate PPE if possible.

Examples of emergencies: Seizure, febrile convulsion, poisoning, concussion, excessive bleeding, loss of consciousness or not breathing.

Recent First Aid manual is located beside the First Aid/Medication box in cupboard.

**Article 6 (life, survival and development):** Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

**Reviewed:** January 2023

**Next review date:** January 2024