

# The St Michael Steiner School: Early Years Policy and Procedures

## Emergency Plan for Accidents, Incidents and First Aid

We make every effort to minimize the risk of accidents but we recognize that accidents may still occur. All members of our early years team have Pediatric First Aid training, and all members of school staff undertake regular Emergency First Aid training. A first aid kit is available in the kindergarten and in the register bag which is taken on any outing. The Kindergarten teacher will assess the situation should an accident/incident occur.

### **In case of minor injury**

If anyone sustains a minor injury, staff will apply cold compress, comfort, and appropriate cleaning/covering of injury. Parents will be told upon collection of the child about the accident. If it is felt necessary, and the child cannot be comforted, the parent/carer will be contacted to arrange for an early collection.

### **In case of more serious injury**

For injury which cannot be treated by first aid on site and requires medical assistance:

- In serious cases, 999 should be dialled using the mobile phone carried by the Kindergarten teacher, or if on-site, the school Reception phone. The school Reception will be responsible for notifying the parent.
- If off-site, the kindergarten teacher or assistant will notify Reception who will then contact the parents.
- The rest of the group will be supervised away from the incident and, if appropriate, taken into the kindergarten room.
- One member of the early years staff (or Reception) will meet the ambulance at the school gate and direct them to the location of the child.
- If the injured child is taken to hospital, one member of staff will go with them and the child's parent will be updated about the situation by the staff remaining at school.
- Any significant accident is recorded in the Kindergarten Accident & Incident book, kept in the register bag. All accidents noted in this will be reported to the Kindergarten Early Years pedagogical meeting. Serious accidents will be brought to College.

### **• Administration of Medicine**

We can administer medicines after completion of Administration of Medication form has been filled in (see School H&S Policy Appendix). Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during kindergarten mornings, parents/carers should discuss such situations with staff at the earliest possible opportunity and decide together on the best course of action. Where the administration of prescription medicine requires technical/medical knowledge, individual training will be sought either from medical professionals or the child's parents, where appropriate. The training will be specific to the individual child.

• **Emergency medication** Emergency medication, such as 'epipen', an inhaler, or Piriton, should be kept in a named bag in the Register Bag. Any other medication being taken by a child should be kept in the kindergarten fridge, in a named container.

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- **Sun Protection** In hot weather, parents/carers are encouraged to provide sunhats and sunscreen for their children and should apply sun screen before dropping off their child/ren.

To be reviewed April 2017