

The St Michael Steiner School Early Years 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 Paediatric First Aid (PFA) 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 with the teacher on any outing. The kindergarten teacher or the assistant will assess the situation should an accident/incident occur.

In case of minor injury

If a child sustains a minor injury, staff will wash their hands, appropriately clean the injured part if necessary, apply a cold compress on the injured part, comfort the child, and cover the injury, if appropriate. Any injury that requires treatment should be recorded in the Engage Accident book and parents will be informed upon collection of the child about the accident or as soon as possible. An accident record copy may be sent from the Engage portal to all the relevant people for that child: child's teacher and parents/carers. If it is felt necessary, and the child cannot be comforted, the parent/carer will be contacted to arrange 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, if possible.
- The Receptionist will be responsible for notifying a parent or carer.
- If off-site, the kindergarten teacher or assistant will notify the Receptionist, 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 or out into the garden (depending on whether the accident is outside or inside respectively).
- One member of the early years staff (or Receptionist) 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 unless a parent/carer has arrived, in which case they will go with the child.
- If a member of staff has gone with the child to hospital, they will keep in regular contact with the Receptionist who will update the child's parent(s) about the situation. If the Receptionist is unavailable, this will be done by another member of staff member.
- Any serious accident is recorded in the Engage Accident book.

All accidents noted will be reported to the weekly Early Childhood pedagogical meeting, and minutes of the meeting shared with College members. Serious accidents will be reported at the next College meeting.

In case of bodily fluid spillage, the person dealing with them should wear disposable gloves.

• Administration of Medicine

We can administer medicines after completion of Administration of Medication form has been filled in. 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 the child's

teacher at the earliest possible opportunity and decide together on the best course of action. Only medicines which are prescribed (by doctor, nurse, or pharmacist) will be administered to the child. A written record will be kept with the child's medicine. The record will include the date, time, dosage and will be signed every time by the person administering. Medicines will be administered only by a person with Paediatric First Aid training.

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 (which should include name of medicine, dosage and timing) - check expiry date and inform parents to replace it when appropriate.

Any other medication being taken by a child should be kept in the kindergarten, fridge if appropriate, in a bag/container labelled with the child's name.

- **Sun Protection**

In hot weather, parents/carers are encouraged to provide sun hats and sunscreen for their children and should apply sunscreen before dropping off their child/ren.