

Coldstream ELC

Emergency First Aid and Medical Treatment Policy

Date: September 2024

Review Date: January 2026

1. Purpose

Coldstream ELC is committed to ensuring that all accidents and medical emergencies are managed promptly, safely, and effectively. This policy aims to:

- Ensure that any accidents or emergency situations are responded to efficiently to prevent further injury.
 - Keep parents/carers informed of accidents or medical incidents involving their child.
 - Provide sensitive and responsible care to children during medical emergencies.
 - Maintain accurate and up-to-date contact information for all children.
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2. First Aid Definitions

Emergency First Aid: Immediate response to a life- or limb-threatening medical emergency, whether illness or injury.

Non-Emergency (Minor) First Aid: Initial treatment of minor injuries or illnesses by staff, which may not require further medical attention.

3. Emergency First Aid Guidelines

When a child experiences a life-threatening emergency:

- Call **999** immediately.
 - The Early Years Officer (EYO) should be notified and respond immediately.
 - Provide clear information to emergency services: school address, postcode, child's condition, and short description of the incident.
 - A staff member should meet the ambulance at the entrance to guide them to the child.
 - Clear the area of anyone not directly involved in the emergency.
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4. Minor Injuries Guidelines

When a child has a minor injury:

- Staff must remain calm and assess the situation.
- A qualified first-aider should attend and apply appropriate first aid.

- Staff must wear **Personal Protective Equipment (PPE)** when in contact with bodily fluids.
 - Children should be made comfortable while treatment is administered.
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5. Treatment of Common Injuries

Bumps and Bruises:

- Apply an ice pack wrapped in a paper towel for 10-minute intervals until swelling reduces.
- Ensure no direct contact between ice and skin.
- Ice packs are stored in the freezer in the kitchen area.

Cuts and Grazes:

- Clean with water or antiseptic wipes, dry with a clean paper towel.
- Cover all open wounds with a plaster or sterile dressing (check care plan for plaster suitability).

Bleeding:

- Apply gentle direct pressure to wounds, or pinch the nose for nosebleeds, for 10 minutes.
 - If bleeding persists, repeat for another 10 minutes and notify the EYO.
 - Inform parent/emergency contact.
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6. Infection Control

- Staff must protect themselves from exposure to blood-borne viruses (e.g., HIV, Hepatitis B) by wearing PPE.
 - Wash any areas that come into contact with bodily fluids immediately.
 - Dispose of contaminated materials safely (double-bagged) in the nursery nappy bin or designated soiled items container.
 - Do **not** rinse blood-stained clothing; store in double bags to return to parents.
 - Supervise and restrict access to areas contaminated with bodily fluids until cleaned.
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7. Accident Recording and Reporting

- Notify the EYO and complete an **ELC accident form**.
- Parents/carers must be informed as soon as possible.

- Serious incidents (head injuries, bites, major accidents) must be immediately reported to the EYO, who will notify parents/carers.
 - All accidents requiring hospital or doctor treatment must be:
 - Recorded on LEXI (Scottish Borders Council Accident and Incident Portal)
 - Reported to the **Care Inspectorate**
 - Reported to **RIDDOR** if applicable ([HSE RIDDOR guidance](#))
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8. Cleaning Up Bodily Fluids

- Use PPE at all times.
 - Restrict access to contaminated areas until cleaned.
 - Dispose of contaminated materials safely as outlined above.
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9. Transportation to Hospital or Medical Centre

- The EYO will determine which staff accompany the child.
 - Staff accompanying the child should be familiar to the child and have a strong relationship.
 - **Two adults** will always accompany the child.
 - Procedure:
 1. Ensure appropriate first aid is administered.
 2. Contact EYO or person in charge; decide if an ambulance is required.
 3. Contact parents/emergency contact immediately.
 4. Reassure the child throughout.
 5. Bring the child's **care plan** and any required **medication**.
 6. Take a mobile phone for updates to ELC.
 7. Complete an accident form; report as required to Care Inspectorate and RIDDOR.
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10. Responsibilities

- **Staff:** Respond calmly and follow first aid and infection control procedures.
- **EYO:** Oversee emergencies, coordinate parent contact, and decide on hospital transport.
- **Parents/Carers:** Keep contact details up to date, cooperate with staff during emergencies.

SLT Signature: *Catherine Douglas*

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