


Document Reference and Title	DTBKCC-P-03.1 Induction of Employees and Volunteers Policy			
Document Type	Policy			
Revision History	F	March 2024	Dottie Tots Leadership and Management Team	

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities.

Policy statement

We provide an induction for all employees and volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all employees and volunteers.
 - Familiarisation with the building, health and safety, and fire and evacuation procedures.
 - Ensuring our policies and procedures are read and adhered to.
 - Introduction to the parents, especially parents of allocated key children where appropriate.
 - Familiarisation with confidential information in relation to any key children where applicable.
 - Details of the tasks and daily routines to be completed.
- The induction period lasts at least 6 months. The manager inducts new employees, volunteers and students. During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.
- Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

Signatures

DTBKCC-P-03.1


Induction of Employees and Volunteers Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.

Document Reference and Title	DTBKCC-P-03.2 First Aid Policy			
Document Type	Policy			
Revision History	F	March 2024	Dottie Tots Leadership and Management Team	

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities.

Policy Statement

At Dottie Tots, we have implemented a First Aid Policy to ensure that every child, member of staff and visitor will be well looked after in the event of an accident, no matter how minor.

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one adult with a current first aid certificate is on the premises, or on an outing, at any one time.

Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 June 2016 also have a paediatric first aid certificate in order to be counted in the adult:child ratios. The first aid qualification includes first aid training for infants and young children. We have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

Procedures

The first aid kit

Our first aid kit is accessible at all times and contains the following items:

Triangular bandages (ideally at least one should be sterile) x 4.

- Sterile dressings:
- Small x 3.

- Medium x 3.
 - Large x 3.
 - Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
 - Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
 - Container of 6 safety pins x 1.
 - Guidance card as recommended by HSE x 1.
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- In addition, the following equipment is kept near to the first aid box:
 - 2 pairs of disposable plastic (PVC or vinyl) gloves.
 - 1 plastic disposable apron.
 - A children's forehead 'strip' thermometer.
 - A supply of ice is kept in the freezer.
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- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed on our website.
 - The first aid box is easily accessible to adults and is kept out of the reach of children.
 - There is a named person in the setting who is responsible for checking and replenishing the first aid box contents/I regularly check and replenish the first aid box contents. This person is: Miranda Bryant
 - Medication is only administered in line with our Administering Medicines policy.
 - In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
 - In the event of minor injuries or accidents, we normally inform parents when they collect their child, unless the child is unduly upset or we have concerns about the injury. In which case we will contact the child's parents for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP.
 - An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken.
 - Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
 - Accidents and injuries are recorded and shared with parents on the nursery management system, under accident records and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.

Separate policies are in place to cover administration of medicines and managing children with allergies or who are sick or infectious.

In the event of a serious incident, where it is decided that medical attention is needed from a doctor, staff will administer any first aid that is necessary, commensurate with their paediatric first aid training, whilst awaiting medical assistance. If an ambulance is called and it is necessary for a child to be taken into hospital, the child's key person or another known member of staff will accompany the child to hospital until their parent/carer arrives. Staff will always take the child's contact details, medical details (where appropriate), mobile phone and any medication with them in the ambulance.

Staff will always wear gloves whenever there is loss of bodily fluids.

Recording cuts, grazes, 'bumps and bruises'

'Cuts and bumps' can be dealt with by our paediatric trained staff. Providing comfort and reassurance is as important as treating minor injuries. Cuts are cleaned with water and impact injuries (bumps and bruises) are treated with a cold compress. Instant cold packs are used and can be found in the first aid boxes alternatively there are cold packs stored in the freezer.

Cuts will usually be left open to the air unless there is continued mild bleeding or if the cut would be likely to re-opened by continued involvement in normal activity. In these cases, cuts will be dressed with the appropriate dressing from the first aid box.

Cuts that are deep, continue to bleed through light dressing or that raise concerns in other ways, will be treated as requiring medical assistance and the child's parent/carer will be contacted immediately. Should we not be able to contact the parent/carer or named emergency contact persons, we will seek medical attention if we deem it to be in the child's best interest. This may be from the local surgery or we will call an ambulance and take advice from a medical professional.

Nose bleeds will be treated with a cold compress, with the head held steady but not tilted backwards.

Impact injuries will be treated with a cold compress and any sprain injuries checked to determine severity.

Impact injuries that result in unconsciousness or concerning behaviour (drowsiness, grogginess, severe pain etc),

will be treated as in need of further assistance and an ambulance will be called. Parents/carers will be contacted immediately. If we are not able to make contact with the child's parent/carer, we will contact the emergency persons. The child's key person or another known member of staff will accompany the child in an ambulance (if we are advised that the child needs to be taken into hospital) and will stay with the child until their parent/carer/emergency person arrives.

All soiled dressings, gloves and any items which may have been contaminated with blood or bodily fluid will be double bagged, secured and placed in the outside bin, for safe disposal.

Asthma, allergic reactions, seizures and other serious conditions

Children who suffer from asthma, epilepsy, diabetes, serious medical conditions and known allergies will have an action/care plan for managing these conditions in severe cases. This action/care plan would form the basis for first aid as it may need to be treated in a different manner.

If a child has mild asthma and allergies, which are not life threatening, details of this will be given when they register at Dottie Tots and staff would be made aware.

Lists of known allergies and medical conditions with a photograph of the child are displayed on the whiteboard. Asthma inhalers (labelled with the child's name) are kept in a lockable cabinet. Staff will check that these are in date regularly and return any out of date inhalers to parents/carers.

Staff can administer the asthma inhalers when required.

Parents/carers will be contacted if staff felt that the child's condition is not improving.

Parents/carers of any child who appeared to be having an allergic reaction would be contacted immediately and asked to collect their child and seek medical advice. If parents/carers/emergency persons could not be contacted, depending on the severity of the reaction, we would seek emergency medical assistance.

Children requiring an epipen or similar for a severe allergic reaction would be given this, an ambulance would be called at onset and parents/carers would be contacted as soon as it was practicably possible. Should the parents/carers or the emergency contact not be able to be reached, the child's key person or another known member of staff will accompany the child to the hospital (if this is the advice given) and stay with them until their parent/carer or named emergency person arrives.

Minor ailments

Children with splinters which are partially protruding will have them removed. If the splinter is under the skin and cannot be removed easily, this will be covered with a plaster, logged on the nursery management system, under accident forms and reported to parents/carers when they are collected.

Child with stomach upsets, sickness, high temperatures or any ailments that raise concerns will be monitored. Parents/carers will be asked to collect their child where necessary.

Staff will always ensure that they clear away and dispose of contaminated items correctly after dealing with any first aid incident (as detailed in this policy).

We will notify Ofsted if any serious accident, illness or injury to, or death of, any child whilst in our care, and of the action taken. Notification will be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring. We will also notify our local child protection officer too and act on any advice given.

An ambulance will be called and advice taken from paramedics for any child whom staff deem to be requiring additional medical assistance which is felt beyond that of a paediatric first aider. This will be done in the best interest of the child.

Signatures

DTBKCC-P-03.2

First Aid Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.