

COVID 19 Specific Documentation



First Aid – Staff Roles and Responsibility

Collective Responsibility

- Where at all possible the children will be encouraged to treat themselves for minor first aid following verbal instruction from a member of staff. parents / carers will be contacted to deal with their child when required.
- Any member of staff undertaking first aid treatment on a pupil or member of staff MUST ensure they have full PPE on before they do so.
- First aid should take place in a separate room that is not being used by any other staff or children.
- Gloves, aprons, masks, swabs and dressings must be disposed of in double bin bags and tied securely. They should be left securely next to the closest bin.

Nursery Manager (assigned strategic leadership responsibility for First Aid)

- Not directly involved in providing First Aid apart from providing a Duty of Care as outlined above.
- Responsible for the maintenance of incident and accident reporting within Dinotots Childcare for adults and children. Staff administering First Aid are still legally required to complete first aid logs in pen. They should use their own pen for this purpose.
- Responsible to ensure all staff are fully trained as pediatric First Aiders and that qualifications are valid and maintained.
- Nursery Manager must be made aware of significant First Aid incidents and always incidents that involve a head injury.

Appointed Person

NB – The Appointed Person may not always be on site but the Senior leadership team member on site will be the first point of contact in these circumstances.

- Not directly responsible for all incidents requiring First Aid and does not always have to be the first point of contact in incidents that require a level of First Aid.
- Appointed Person must be made aware of significant First Aid incidents and always incidents that involve a head injury.
- First Aid logs must be sent to the Appointed Persons by email.
- Responsible for First Aid stock and the maintenance of First aid boxes

First Aid – Staff Roles and Responsibility (cont)



First Aider

- Responsible, when required, to provide a casualty with appropriate treatment, care and respect having acquired verbal permission to do so. Please refer back to procedures detailed in the first section of this guidance.
- Log any First Aid incident on the correct proforma in pen and report the incident to the Nursery manager, Deputy manager or appointed person as appropriate.
- Dispose or residual first aid equipment appropriately and inform the Appointed Person if stock levels are low.

