

## First Aid & Life Vac Policy & Procedure

### Policy statement

At Goldilocks Nurseries, we are committed to ensuring the health, safety, and well-being of every child, staff member, and visitor. This policy outlines our procedures for delivering prompt and effective first aid treatment in the event of an accident, illness, or choking emergency.

We aim for all staff to be trained in First Aid and ensure that at least one adult with a current paediatric first aid (PFA) certificate is always present on the premises or during outings. Newly qualified staff with a Level 2 or 3 qualification (post-30 June 2016) are required to hold a PFA certificate to count in adult: child ratios. All training includes first aid for infants and young children, and we conduct due diligence to ensure its quality and relevance.

To enhance our emergency response to choking incidents, we also provide access to LifeVac a non-invasive, life-saving airway clearance device. LifeVac is used only as a last resort when standard first aid methods (e.g., back blows and abdominal thrusts) have proven ineffective. It must never delay or replace the immediate administration of first aid or the calling of emergency services. Use of LifeVac is carried out only by trained senior staff and with prior parental consent.

### **First Aid Procedures and Equipment**

Our first aid kits are available in all children's rooms and contains the following items:

- 1 x First Aid Leaflet
- 1 x Protective Face Shield
- 20 x Hypo- Allergenic Plaster
- 2 x Sterile Eye Pads
- 4 x Triangular Bandages
- 6 x Medium Wound dressing (12cm x 12cm)
- 2 x Large Wound dressing (18cm x 18cm)
- 5 x Low-adherent dressing (5cm x 5cm)
- 5 x Low-adherent dressing (10cm x 10cm)
- 1 x Hypo-allergenic tape
- 6 x Pairs of Disposable Gloves
- 10 x packs of 5 Gauze Swabs (5cm x 5cm)
- 1 x Finger Dressing.

In addition to the contents of the first aid box, the following equipment is stored nearby and readily available:

- 1 disposable plastic apron

- A children's thermometer
- Ice or cold packs

Information on staff members who have completed first aid training, along with the location of the first aid box, is shared with all staff and volunteers.

Current paediatric first aid (PFA) certificate holders are displayed on our "Meet the Team/Staff board"

The first aid box is kept in an accessible location for adults but always remains out of reach of children. A designated staff member is responsible for checking and restocking the contents of the first aid box monthly.

Medication is only administered in accordance with our Medicines Policy.

Minor injuries or accidents are treated promptly by a qualified first aider. In most cases, parents are informed when they collect their child. However, if a child is particularly distressed, has sustained a head injury, or if there are any concerns about the nature of the injury, parents will be contacted immediately. If a child has been bitten and the skin has been broken, the parents of both the child who was bitten and the child who bit will be notified without delay and advised to seek medical attention or consult their GP.

In the event of a serious injury or medical emergency, an ambulance will be called without delay. Parents will be informed immediately and updated on the situation, including the destination if the child is taken to hospital.

Upon registration, parents are required to sign a consent form allowing a staff member to accompany their child to the nearest Accident & Emergency unit for examination, treatment, or admission, with the understanding that they will be informed and are enroute.

All accidents and injuries are recorded on the nursery's accident, incident and existing injury forms. Where necessary, incidents are reported to the Health and Safety Executive (HSE), Ofsted, and/or local child protection agencies, in line with our Accident, Incident & Existing Injury Policy.

## Choking

This Policy runs alongside our Food & Drink and Accident & Incident Policies, to prevent choking and procedures to follow in the event of choking.

## **Choking Emergency Protocol & LifeVac Procedure**

At Goldilocks Nurseries, we follow a clear protocol to respond to choking incidents and ensure that all staff are trained in both traditional first aid and the appropriate use of the LifeVac device. LifeVac is a non-invasive airway clearance device designed to assist when standard methods such as back blows and abdominal thrusts have failed. It is used only by trained senior staff and must not delay first aid or the calling of emergency services.

## **LifeVac Availability and Location**

- A LifeVac device is stored in a central, accessible location within the nursery: **Nursery Office.**
- The device is available for use in choking emergencies only with prior parental consent.
- The LifeVac is to be used **only by senior trained staff**, including the Manager, Deputy, 3rd in Charge, and (if necessary) Room Leader or Practitioner.

## **Staff Training**

All staff:

- All staff members must complete initial training on the correct use of the LifeVac device as part of their onboarding process.
- Refresher courses will be held annually to ensure staff are up to date with emergency procedures.

Training will include:

- How to assess if a child is choking
- When to use LifeVac versus other first aid methods
- How to safely administer the LifeVac device
- Post-choking care and monitoring

Training can also be re watched and accessed via the QR code below:



## Emergency Choking Procedure

In the event of a suspected choking incident:

1. **Assess severity of the child:** Determine if the child has a **Severe blockage** by observing signs such as inability to speak, ineffective cough or gasping for air (Move to point 2.), with **Mild airway blockage** effective coughing is usually observed this should still be monitored and coughing should be encouraged, if the blockage does not clear Move to point 2.
2. **Administer first aid:** Perform initial first aid as per guidelines (e.g., back blows, abdominal thrusts) until the LifeVac device is available or emergency services arrive (Procedure 3)
3. **Call for assistance:** One staff member other than the one performing First Aid should immediately call for help using the panic buttons in each individual rooms and calling 999, another staff member should retrieve the LifeVac device simultaneously to initial first aid being performed, the Lifevac device should only be performed by a senior member of staff (Manager, Deputy, 3<sup>rd</sup> in Charge and as a last resort room leader then practitioner), LifeVac retrieval or use should not prevent or delay initial First Aid or Emergency services contact.
4. **Use the LifeVac device:** If the child's airway is still blocked and they are unable to breathe, the LifeVac should be used per the manufacturer's instructions (See leaflet below) (**it must not be attempted more than 5 times in one course unless another person is able to perform CPR, in which case it can be used alongside CPR**)
5. **If blockage is not removed:** repeat sequence of Initial First Aid and there after LifeVac
6. In any point the Child becomes unconscious, CPR should now be performed
7. **Monitor the child when Obstruction is clear:** After the obstruction is cleared, continue to monitor the child for any signs of distress or difficulty breathing. Seek medical evaluation by child attending A & E or via Emergency Services attendance.

## Emergency Reporting & Parental Communication

- All choking incidents whether LifeVac was used or not must be recorded on the choking log form which parents and management will need to review and sign. Management will assess response effectiveness and whether any additional training or improvements are needed.
- Parents or guardians must be contacted as soon as possible after the incident.

## Equipment Maintenance and Inspection

- The LifeVac device must be inspected with the First Aid equipment checks monthly to ensure that it is in proper working condition.
- The device is only one use item as per manufacturer's guidelines and must be replaced after use (this can be done free of charge via their website <https://www.lifevac.uk/report-a-usage/> ).
- The main device' does not have an expiration date however the mask has a 2-year shelf life, this will be monitored via the First Aid equipment checklist to ensure it is within the recommended usage period.

## Parent and Guardian Communication

- Parents will be informed of the nursery's LifeVac policy during enrolment.
- A copy of this policy will be available for parents to review upon request.
- Parents will be given the opportunity to ask any questions regarding the LifeVac device and its usage.
- Parents will need to sign a declaration giving permission to use LifeVac in an emergency on their child (**without consent LifeVac will not be used**)

## Policy Acknowledgement (Staff Use Only)

The LifeVac device is an important tool for responding to choking emergencies in the nursery. All staff members are expected to be familiar with this policy, the correct use of the device, and the emergency protocols in place. The safety and health of the children in our care is our highest priority, and this policy ensures that we are well-equipped to manage potential choking incidents effectively

Staff Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Legal framework

- Health and Safety (First Aid) Regulations (1981)

## Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2015)
- Basic Advice on First Aid at Work (HSE Revised 2012)
- Guidance on First Aid for Schools (DfE Revised 2014)



## INSTRUCTIONS FOR USE IN THE CASE OF CHOKING

### If a casualty is a victim of choking

- 1** Encourage the victim to cough.
- 2** If the cough is not effective give 5 back slaps.
- 3** If obstruction has not been cleared, follow by 5 abdominal thrusts.



**Repeat sequence  
until blockage  
is removed or  
victim becomes  
unconscious**

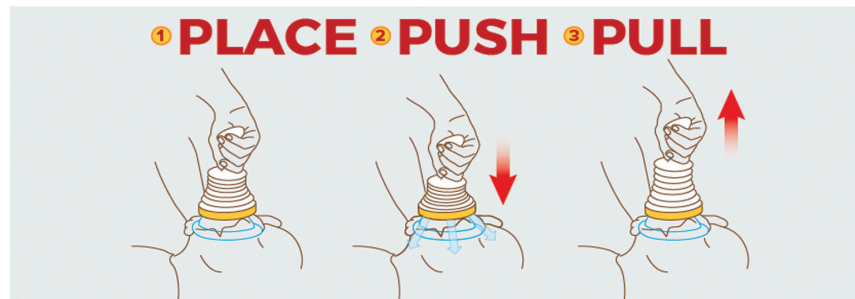
- 4** Once unconscious or if steps 2 and 3 cannot be applied, call emergency services and use Lifevac.



Place over mouth and nose creating a good seal with correct sized mask

Push in handle/bellows

Pull handle up sharply



**REPEAT UNTIL BLOCKAGE IS REMOVED OR UP TO 5 TIMES**

**If blockage is not removed commence CPR**