

## Case study: Paediatric First Aid

**Name of setting:** Hey Days

**Date submitted:** January 2015

**Information supplied by:** Manager

**Title:** Keeping up to date on changes to guidance and good practice for first aid

### **Background detail**

*The EYFS states that 'Providers should take into account the number of children, staff and layout of premises to ensure that a Paediatric First Aider is able to respond to emergencies quickly'. This case study has been developed to help us to identify best practice of how settings manage this requirement within the sector.*

### **The nursery**

Hey Days Nursery is located within the rural community of Holmfirth and is situated within the grounds of Holmfirth High School. The nursery is registered for 58 children of whom 18 are under two years of age. The nursery has been in its present situation since October 1992, it is open Monday – Friday 7.30am – 6pm. Since opening, Hey Days has developed and grown into a thriving, well established private day nursery. Hey Days is Ofsted graded as an 'Outstanding' setting and has completed the NDNA e-Quality Counts scheme. It offers full and part-time care/education for 0-5 year old children including two and three year old Free Early Education. Holmfirth is an affluent area overall with small pockets of deprivation.

### **Current arrangements in place**

The staff team at Hey Days consists of 20 experienced and qualified nursery practitioners. The staff team is recognised as the most valuable teaching asset and training is high on the agenda. Out of a staff team of 20, 16 have Paediatric First Aid. Within the baby room there is an allocated Deputy Manager and within the infant and Pre-school room there are allocated team leaders. These members of staff have the responsibility to oversee the general daily duties of each room and are all Paediatric First Aiders.

### **About the practice**

#### **Considerations and assessment, managing the risk and staff**

There are 110 children on roll with around 67 children per day attending. The ratio of qualified first aiders to children is 1:6. Staff planning ensures that there is at least one first aider in every room and the shifts are planned to ensure that first aiders are on duty throughout the entire day. Update training is planned at different times to maintain a high proportion of first aiders and to facilitate succession planning of first aiders in the team. This method also allows for updates and new guidance to be shared amongst the whole team.



An overall risk assessment is carried out annually which is a comprehensive assessment and includes a section dedicated to 'supervision of children' and includes 22 hazards linked to deployment. The risk assessment includes how to lift children appropriately and safely, changing young children, lifting a child into a cot and restraining a child. Daily risk assessments are carried out in rooms and the outdoor area. Accidents are immediately evaluated and risk assessed to prevent future reoccurrences.

Outings, new activities and equipment are risk assessed prior to offering them to children and the SENCO is involved in these to determine any specific risks associated with disabilities and learning difficulties of children attending the setting. Activities that could pose a risk such as food play, string or small items are risk assessed. Any allergies to food are strictly monitored and antihistamine is kept for emergencies.

The practice is continuously reviewed to maximise deployment of staff and ensure the safety of children. Rota's are scheduled to allow for floating staff who can cover different rooms throughout the day to release staff for lunches, planning and provide additional support for activities with increased risk such as outdoor play. A qualified teacher works with the children throughout the day and opportunities to help children understand how to keep themselves safe are planned into routines and activities. The rooms are open plan, which provides easy access to deal with emergencies in any room. The environment is constantly assessed and was changed recently to allow for deployment of staff to cover the areas better. This was reviewed due to a child slipping on a piece of paper. Specific areas of the environment were assessed to ensure staff are able to supervise children adequately.

### ***Ongoing development and funding***

At Hey Days they provide an additional four hour 'refresher' course after 18 months for staff who have attended the full Paediatric First Aid course, to ensure that they remain as updated as possible and ensure their current best practice knowledge is refreshed and they are informed of any changes. This is delivered by the same company who delivers the full Paediatric First Aid course. They have a training schedule, which all staff are included on and this highlights when training needs to be updated or if a member of staff is leaving, going on maternity or long term sick are within the ratio for first aiders.

The setting has a low staff turnover and always ensures that they are over ratio for the number of first aiders required to care for the children. The management team continually reviews the training and remains updated on any plans that Kirklees Council implement regarding the reduction of costs. The ratio of first aiders will remain high and these staff will support others with the knowledge about when first aid is required and how to raise the alarm in an emergency.

The setting has completed the NDNA e-Quality Counts scheme and uses the criteria to highlight improvement to practice. The criteria ensures that incidents and emergencies are constantly monitored through a cycle of quality improvement.



## **Maintaining Quality**

### ***Checks of ongoing confidence and understanding of staff***

The management team recognizes the limitations of first aid training because of the lack of opportunities to practice skills for real and use a range of strategies to keep knowledge gained in training fresh for staff. First aid is a continuous item of the agenda for meetings where staff who have attended training cascade the key points raised and any changes to the guidance. The management team provides scenarios in staff meetings about emergencies that could occur and discuss the most appropriate first aid techniques to use. Scenarios include information from media reports regarding cases such as children choking and also other current issues such as when babies are sleeping. As a staff team they explore these issues and assess their current practice making any changes necessary to improve children's safety e.g staff carrying out more frequent sleep checks.

To ensure that training has an impact on the whole team the key points from training are cascaded during team meetings and any changes to guidance are highlighted from the course handouts.

### ***Key points of good practice***

- Training strategy provides access to up to date guidance, which is cascaded to the whole team
- Staff deployment is considered daily and additional staff are available for staff cover and more risky activities
- Thorough and ongoing risk assessments involve the whole team and the SENCO specifically assesses the risk and inclusivity for children attending with SEND
- Risk assessments specifically cover food play and small items as well as string
- Scenarios presented for review in staff meetings ensures that first aid issues are kept fresh in practitioners minds and they are confident about the type of treatment in emergency situations
- The setting uses quality criteria within the NDNA e-Quality Counts scheme to guide good practice relating to first aid and highlights areas for development.

#### **National Day Nurseries Association**

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