

Name of setting: Polly Anna's Nursery

Date submitted: January 2015 (updated July 2016)

Information supplied by: Ken McArthur (owner)

Title: Keeping all staff up-to-date via cascading most recent training to all staff

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

Polly Anna's Nursery has been open since 1997. It is situated in Haxby, a small suburban town on the north side of York. This is an area of low level deprivation with reasonable levels of affluence. There are two main buildings adjacent to each other, the Birth to Three Unit for children aged from birth to 2.5 / 3 years old and the Pre-School Unit for children from 2.5 years until starting school. The nursery has capacity for 50 children which are split roughly equally between the two units with approximately 12 under two's and 12 two year olds in the Birth to Three Unit and 24 in its Pre-School building. At its last Ofsted inspection in June 2015 it was designated as 'Outstanding'.

Current arrangements in place

At Polly Anna's there are 18 employed staff that work directly with the children. Of these there are 14 that have permanent contracts and 4 who work as regular supply staff. All staff have undergone a 12 hour Paediatric First Aid course and there are re-training sessions every three years. All new staff undergo a 12 hour Paediatric First Aid course as soon as practically possible after they have started their employment with us. We do not accept Paediatric First Aid Certificates as proof of competency unless the training provider is one that we approve.



About the practice

Considerations and assessment, managing the risk and staff

The Nursery Manager is responsible for the deployment of staff throughout the nursery, she is aware of the qualifications and experience of all the staff, including cover staff. The deployment is based on the qualification and experience of the staff across the day ensuring that at no times does the ratio of Paediatric First Aid certificate holders to none-holders drop below one to one, this will include breaks and the beginning and end of days.

As the staff hold current Paediatric First Aid certificates, the setting ensures that any staff that are currently undergoing training or lower qualified staff are never on duty unless there are other Paediatric First Aid certificate holders on a one to one basis with them at all times. New or staff undergoing training are never left alone with children. We also have all ancillary staff trained in Paediatric First Aid.

Ongoing development and funding

At Polly Anna's Nursery all staff are trained in Paediatric First Aid and are re-trained as a setting, all together, this builds a bond of mutual trust and confidence amongst the staff, a shared experience and in an emergency a supportive back-up for the individuals dealing directly with the situation. By having all staff trained and trained together, creates an additional level of confidence as the training is tailored to the individual operational plan of the setting as well as the physical layout of the rooms, staff are encouraged during training to practice within their working environment not in a training room. This means that less confident or shy staff become fully involved and engaged in practical aspects of the training this is because they are training alongside their colleagues, and people they are familiar with. The benefit of staff training onsite means that staff can put the training in to context as they learn. When role playing situations, being on site means that timescales to get to the phone, or be heard by colleagues, is realistic. It also provides an opportunity for staff to ensure they know the correct procedures. For example, posters on procedures for calling emergency services are displayed by the telephones.

Our re-training in Paediatric First Aid is compulsory for all staff working directly with children and we expect staff to attend the training even if they have not gone three years between training.

As the cost is in excess of £500 per year to keep all staff up-to-date with their Paediatric First Aid, this is a considerable expense on a small nursery and it is sometimes difficult to maintain this level of trained staff.

We have developed partnerships within our local area with other early year's providers and we often arrange joint training or shared training sessions to help manage the cost.



Maintaining quality

Checks of ongoing confidence and understanding of staff

At Polly Anna's Nursery, part of the regular staff meetings is the sharing of any CPD (Continuing Professional Development) training attended by a staff member. This is shared so the knowledge gained from the training is cascaded to all. This also includes any new staff joining the team, as part of their induction is to attend a Paediatric First Aid training course. New staff receive a questionnaire which contains a first aid scenario as part of their induction so their individual knowledge or response can be assessed by the manager

Regular monthly professional development meetings are held under the title - Competence & Confidence. Staff are asked to comment on their confidence in dealing with emergency situations. Paediatric First Aid is discussed during staff meetings. Training is divided into three cohorts. Staff attending one cohorts training, cascade key information at staff meetings, to ensure that information is up to date, such as recommendations for CPR. First aid manuals are regularly updated and old ones disposed of, to avoid confusion.

The nursery evaluates every accident or incident involving a child regardless of whether first aid was administered. This helps the nursery management understand the rates and levels of accidents and incidents but also allows them to judge the competency and level of quality of any first aid given. The accident & incident reviews can either identify a common child, a common piece of equipment, a common area and common member of staff. For example, through this process occupational health support was accessed to support an individual child's needs.

Another example highlighted a piece of equipment that was the cause of several accidents. The piece of equipment was removed with a more suitable piece of climbing equipment for the children. The impact of these changes resulted in the amount of accidents being reduced.

Key points of good practice:

- High levels of Paediatric First Aid trained staff
- Ongoing training for all staff together
- First Aid training during induction
- Ancillary Staff trained in Paediatric First Aid
- Regular staff meetings with cascading of knowledge.

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