

**Name of setting:** The Old School House

**Date submitted:** January 2015

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**Title:** Exceeding requirements for Paediatric First Aid qualified staff and demonstrate good practice in checking the confidence of staff and building up their knowledge.

### 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*

The Old School House Day Nursery opened in 1994 and operates from the old Victorian school building in the village of Stetchworth, close to Newmarket, Suffolk. It is recognized as an 'Outstanding' setting by Ofsted. All children share access to a variety of enclosed outdoor play areas. The nursery is open each weekday from 8.15am until 6pm all year round, with the exception of public holidays and one week at Christmas. A breakfast club is offered for a limited number of children from 7.30am.

There are currently 186 children in the Early Years age range on roll. They come from a wide geographical area and attend for a variety of sessions. The nursery has been delivering free entitlement for two year old children for three years. The Old School House provides funded places for eligible two, three and four-year-old children. It also supports a small number of children who speak English as an additional language and children with special educational needs and/or disabilities.

#### *Current arrangements in place*

There are 28 members of staff in total at The Old School House, including two directors, the manager, deputy manager and two nursery cooks. Of these, 26 have the 12 hour Paediatric First Aid qualification and the remaining two are booked to do the qualification.



## **About the practice**

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

In order to establish that provision for first aid is sufficient within nursery the first aid appointed persons (manager, deputy and team leaders) carry out a 6 monthly reviews of the first aid policy. This includes evaluation of: the workplace; the workforce, and the hazards and risks present. This is aimed at first aid in general in the workplace but ensures they audit assess the Paediatric First Aid requirements on a regular basis alongside it.

All rooms are supported by an experienced team leader who is an appointed person and receives annual Paediatric First Aid refresher training; as the vast majority of the team have a valid Paediatric First Aid certificate, there are always qualified staff on duty. The nursery always balances the levels of experience of staff i.e. junior staff working with senior nursery nurses and each room is also supported by a team leader. All the rooms have an intercom system which enables contact between all areas of nursery and also directly to the management team. One of the managers is always on site and would be the first point of contact in an emergency.

The Old School House is also a training centre, delivering Early Years Apprenticeship /NVQ training. First Aid and Health and Safety training is delivered to all staff as a priority. New staff are expected to complete Paediatric First Aid training within their induction period of three months.

Using the NDNA Membership Network, The Old School House also makes its Paediatric First Aid Training available to other NDNA members staff and endeavours to pass on 'best practice'. The Senior Management Team (nursery manager, deputy and four team leaders) complete an annual 1 day Paediatric First Aid refresher course to keep them up-to-date with any changes and disseminate this to staff through staff meetings.

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

The Old School House has an annual training budget and records of staff training dates are kept on an administration system which highlights the need for renewal. All staff renews their Paediatric First Aid every three years and Paediatric First Aid training programmes are run outside of Nursery times to ensure that staff are able to attend for example on Saturdays or evenings. The Old School House also use the NDNA Network to share training opportunities with other settings when they have Paediatric First Aid being delivered in house and also share good practice with the attendees. As staff training is on a rolling programme, offering places to other providers ensures that training is utilised to the optimum as all places are taken up and costs shared. This means places are prioritised for their staff so they access the training needed as soon as possible and assists other settings with their needs. The costs are shared between all settings attending. This boosts numbers and staff have good opportunities to network, share issues and good practice.



## **Maintaining Quality**

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

The Old School House Day Nursery believes that to ensure that staff are confident and competent in Paediatric First Aid they must embed First Aid into daily practice and do this by:

- Incorporating first aid updates/ quizzes/videos and mini assessments into monthly team training sessions. These include specific quizzes according to children's individual medical needs, such as diabetes, to check staff working with individual children are very clear of what not to do, as well as what to do, to keep children safe.
- Staff questionnaires/ discussion groups/ supervisions. Staff regularly complete focused questionnaires about what areas they feel confident in, what are their fears etc. This helps to effectively target training according to individual staffs and children needs.
- Monthly 'real life' emergency simulations, using child and baby manikins i.e. choking, head injury and CPR in all rooms so that staff knowledge and practical ability can be regularly monitored and evaluated to pick up/ identify any gaps in practice / training needs etc. This has been led by the manager who has embedded these mini sessions into monthly meetings. They address areas the staff feel confident and less confident in. The manager recognizes that staff can be supplied with knowledge but could panic if real life situations occurred as they do not happen everyday. The setting is fortunate to have the appropriate equipment to practice this. The manager has developed a check list to evaluate how the scenario went, very similar to when having a fire drill and evaluating the process.
- Regularly inviting local medical professionals to staff and parent evenings i.e. community nurse visit to talk about allergies/anaphylactic shock etc.

The Old School House plans to continue to ensure that all staff working directly with the children hold a Paediatric First Aid qualification and to achieve this by using the system in place to book courses in advance to ensure staff qualifications do not run out. They also plan to regularly (3 monthly) assess/evaluate and monitor whole staff teams knowledge and understanding of first aid by developing an eLearning assessment tool. This would build on their current training and test their knowledge so they feel confident in knowing how to deal with a real life situation as they are more confident with the procedures. This would then be tested in the monthly simulations. This would also include videos of practical situations.

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

- High level of qualified staff
- Planned ongoing training
- Budgets pre-set for training
- Regular checks are made on staff to confirm confidence, knowledge and understanding
- Monthly 'real life' emergency simulations
- Inviting in local medical professionals to speak to staff and parents



- Use of HSE guidance to review policies and audit Paediatric First Aid procedures alongside this.
- Pooling resources for training with other settings

**National Day Nurseries Association**

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