



2.3 First Aid

Policy Statement

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All staff have a current first aid certificate. Newly Qualified staff who achieved an early years qualification at Level 2 or 3 on or after June 2016 also have a paediatric first aid certificate in order to be counted in the adult :child ratios. The first aid qualification includes first aid training for infants and young children. We ensure that first aid training is local authority approved and is relevant to adults caring for young children.

Procedures

The first aid kit

Our first aid kit is accessible at all times and contains the following items:

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
 - Medium x 3
 - Large x 3
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2
- Eye wash bottles x2
- Container of 6 safety pins x 1
- Moist wipes x10
- Disposable gloves x10
- Guidance card as recommended by HSE x 1
- Burn shield
- Face shield
- Dressing scissors
- Micropore tape
- Heat retaining blanket

In addition, the following equipment is kept near to the first aid box:

- 1 plastic disposable apron
- A children's forehead 'strip' thermometer
- Cold packs in the fridge

- Information about who has completed first aid training and the location of the first aid box is provided to all staff and volunteers. A list of staff and volunteers who have current PFA certificates is on display in the foyer on the Parents Notice board.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- Wendy Maya** is the named person in the setting who is responsible for checking and replenishing the first aid box contents.
- Medication is only administered in line with our Administering Medicines policy.
- In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
- In the event of minor injuries or accidents, we complete an accident form, one copy for parents and the other for the child's file.
- In the event of minor injuries or accidents, we normally inform parents when they collect their child, unless the child is unduly upset or we have concerns about the injury. In which case we will contact the child's parents for clarification of what they would like to do i.e whether they wish to collect the child and /or take them to their own GP.
- An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken.
- Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
- Accidents and injuries are recorded on the settings Accident forms and where applicable notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with the settings Recording and Reporting of Accidents and Incidents Policy.

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)

This policy was adopted by	St. Cuthbert's Pre-School Play Group
On	<i>31st May 2018</i>
Date to be reviewed	<i>31st May 2020</i>

Signed on behalf of the provider	
Name of signatory	Mrs Rachel Sidwell - Mrs Selina Edwards
Role of signatory (e.g. chair, director or owner)	Manager - Chair