



FIRST AID POLICY

Current Version:
2.0

Safeguarding and Welfare Requirement: Staff Qualifications, Training and Skills

At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present.

Health

Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment.

Policy Statement

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one adult with a current first aid certificate is on the premises, at any one time.

Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 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 have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

Procedures

The First Aid Kit

Our first aid kit is accessible at all times and kept out of reach of children.

It is stored in a box that can easily be carried to the site of the accident if required.

- A named person in the setting is responsible for regular checking and replenishing the first aid box contents.

- In addition, the following equipment is kept near to the first aid box:
 - A children's digital thermometer.
 - Calpol (paracetamol) sachets.
 - A supply of instant ice packs.

- COVID packs (disposable mask, gloves and apron, hand sanitiser)
 - High visibility jackets
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- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers. A list of staff who have current paediatric first aid certificates is displayed at Pre-school.
 - Medication is only administered in line with our Medication 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 inform parents when they collect their child, unless the child is unduly upset or we have concerns about the injury. In which case we contact the child's parents for clarification of what they would like to do, i.e. collect the child and/or take them to their own GP.
 - Accidents and minor injuries are recorded on an accident form, detailing type and method of injury and any treatment required. The parents/carers are then asked to sign the form upon collection of the child from Pre-school that day. The injury may also be recorded on a body map detailing the location of the injury and this will be signed by the manager.
 - All members of staff on duty will be notified of any minor injuries or accidents to ensure everyone is able to monitor the wellbeing of the child.
 - In the event of a minor head injury the child will be given a "bumped head" sticker to wear to highlight the need for particular close attention to the child's wellbeing.
 - Prior incident forms are used for children who have had an accident or sustained an injury outside of Pre-school that may affect their wellbeing during their day with us. These are completed on arrival to Pre-school and handed to the manager to ensure the staff are aware of the need to monitor the child.
 - 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 during the Pre-school induction process 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.

- A list of emergency contact information for all children and staff is easily accessible in the front of the accident folder.
- Accidents and injuries, where applicable, are reported to the Health and Safety Executive, Ofsted and local child protection agencies in line with our Serious Accident Policy.

Legal framework

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

