

## 3.2 First aid

### Policy statement

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises or on an outing at any one time. Newly qualified staff who achieved an early years qualification at level 2 or 3 after 30 June 2016 must also have a paediatric first aid certificate (the training needs to be completed within 3 months of starting work) 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 staff caring for young children.

### Procedures

#### *The first aid kit*

Our first aid kit is accessible at all times, complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items:

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
  - Small (formerly Medium No 8) x 3.
  - Medium (formerly Large No 9) – HSE 1 x 3.
  - Large (formerly Extra Large No 3) – HSE 2 x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) eg No 16 dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer. We also have a digital ear thermometer.
- Cold compress packs are kept in the fridge
  
- 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 and volunteers who have current PFA certificates is displayed in the setting.
- The first aid box is easily accessible to adults and is kept out of the reach of children.

- The first aid box is checked monthly to ensure it has the correct contents and items have not expired. There is a named person in the setting who is responsible for checking and replenishing the first aid box contents regularly.
- Medication is only administered in line with our Administering Medicines policy. No un-prescribed medication is given to children, parents or staff.
- 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 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 will be or has been taken
- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Accidents and injuries are recorded on a separate sheet for each child and on an collective sheet for the week, and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident 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 (DfEE Revised 2014)

This policy was adopted at a meeting of	Crick Pre-School
Held on	11 <sup>th</sup> December 2019
Last reviewed	8 <sup>th</sup> December 2021
Date to be reviewed	December 2022
Signed on behalf of the management committee	



Name of signatory	Clare Thompson
Role of signatory (e.g. chair/owner)	Chair

### Other useful Pre-school Learning Alliance publications

- First Aid Management Record (2016) & Accident Record (2017)

- Medication Administration Record (2017)