

Winton Pre-School

First Aid Policy

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, or on an outing, at any one time.

Newly qualified staff that achieved an early year's 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 aim to 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:

- Triangular bandages (ideally at least one should be sterile) x 4.
 - Sterile dressings: Pk 5
 - Bandages x 5
 - Dressing Pads
 - Micropore Tape
 - Finger Bandage
 - Face Shield
 - Guidance card as recommended by HSE x 1.
 - 2 pairs of disposable plastic (PVC or vinyl) gloves.
 - 1 plastic disposable apron.
 - A children's in ear digital/under arm thermometer.
 - Cold compress pads are supplied from the fridge.
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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 and volunteers who have current PFA certificates is displayed in the setting on our staff board and made available to parents.

- The first aid box is easily accessible to adults and is kept out of the reach of children.

- There is a named person in the setting who is responsible for checking and replenishing the first aid box contents/, she regularly check and replenish the first aid box contents at the end of every half term.
- 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 who will administer first aid.
- In the event of minor injuries or accidents, we inform parents when they collect their child and get them to sign the Accident Book, 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. We will always try to wait for the parent to come to preschool before taking the child in the ambulance.
- 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 in our accident record book 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 (DfE Revised 2014)

Signed on behalf of Winton Pre-School

Name of Signatory.....

Role of Signatory.....

Date/..../....

This policy will be reviewed in September 2019

Updated September 2018