



## 3.2 First aid

### Policy statement

We are able to take action to apply first aid treatment in the event of an accident involving an infant, 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. We aim to ensure that first aid training is local authority approved and is relevant to adults caring for young children. We aim for all employees to be first aid trained within the setting.

### Procedures

#### *The first aid kit*

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

- Triangular bandages x 4.
  - Sterile dressings:
    - Small x 3.
    - 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.
  - Container of 6 safety pins x 1.
  - Guidance card as recommended by HSE x 1.
  - 2 pairs of disposable plastic (PVC or vinyl) gloves.
  - 1 plastic disposable apron.
  - A children's forehead 'strip' thermometer.
- 
- Information about who has completed first aid training and the location of the first aid box is provided to all [our/my] staff and volunteers. A list of staff and volunteers who have current PFA certificates is [displayed in the setting/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/I regularly check and replenish the first aid box contents. This person is Hayley Hooper.





- 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 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. A senior member of staff will stay with the child.
- Parents sign a consent form at registration allowing a member of staff to make decisions about their medical care in the event of the parent/carer not being present.
- Accidents and injuries are recorded on our accident forms 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)
- First Aid Management Record (Pre-school Learning Alliance 2016)
- Accident Record (Pre-school Learning Alliance 2017)
- Medication Administration Record (Pre-school Learning Alliance 2017)

