



## ***Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills***

*Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities*

### ***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*

## **3.2 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. At least one adult with a full paediatric first aid certificate 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 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, one is situated on the kitchen side board in the fire box, one in the nappy changing room and a third is situated in the rear outside garden.

First aid kits contain the following items:-

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- Sterile dressings in a variety of sizes

The following equipment is stored in the fire box ONE

- Infra-red ear thermometer

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 entrance area for parents to view.

The first aid box is easily accessible to adults and is kept out of the reach of children. The first aid boxes are checked and replenished every half term. And an accident review completed termly.

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 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.

- Any child with a medical condition or allergy has a care plan completed which sets out the procedures to follow in case of an emergency. These are completed with the parent/carer who then signs the agreed procedures.
- 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 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 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DfEE)

***This policy was adopted at a meeting of Pirton Pre-School Committee.***

Held on (date)	
Signed on behalf of the Management Committee / Proprietor	
Role of signatory (e.g. chairperson)	
Reviewed	
Reviewed	
Reviewed	