

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

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

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.

Staff Qualifications, Training, Support and Skills

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. 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 staff caring for young children.

Procedures

The First Aid Kit

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

- Triangular bandages (ideally at least one should be sterile) - x 4.
- Sterile dressings:
 - a) Small (formerly Medium No 8) - x 3.
 - b) Medium (formerly Large No 9) – HSE 1 - x 3.
 - c) 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 or 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.
 - a cold pack is kept in the fridge
-
- The first aid box is easily accessible to adults and is kept out of the reach of children.

- 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 PFA certificates is displayed in the setting.
- There is a named person in the setting who is responsible for checking and replenishing the first aid box contents.
Carly Ford (Baynards) Susie Threadgold (Milldene) Sharon Calvert (URC)
- Medication is only administered in line with our Administering Medicines policy.
- 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.
- 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.
- 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 1997)
- Basic Advice on First Aid at Work (HSE 2006)
- Guidance on First Aid for Schools (DfEE)

Other useful Pre-school Learning Alliance publications

- First Aid Management Record (2016)
- Accident Record (2017)
- Medication Administration Record (2017)

This policy was adopted at a meeting of	Tiptree Preschool Playgroup	name of setting
Held on	<hr/> 23 rd October 2019	(date)
Date to be reviewed	<hr/> October 2020	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<hr/> Debbie Ager	
Role of signatory (e.g. chair/owner)	<hr/> Chair	
	<hr/>	