

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. All staff at The Windmill Preschool undertake first aid training. 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 and contains the following items :
- Triangular bandages (ideally at least one should be sterile) x 4
- Sterile dressings:
 - Medium x 6 (06/2018)
 - Large x 2 (08/2018)
- Composite pack containing 20 assorted (individually-wrapped) low allergy plasters x 1
- Sterile eye pads (with elasticated loop) x 2 (05/2019)
- Container of 6 safety pins x 1
- Guidance card as recommended by HSE x 1.

In addition, the following equipment is kept near to the first aid box:

- disposable plastic (PVC or vinyl) gloves.
 - 1 plastic disposable apron.
 - A children's forehead 'strip' thermometer.
 - A 'cold pack'.
 - nail scissors (x 2)
 - low adherent dressing pad x 4 (04/2019)
 - mouth-to-mouth shield x 2
 - finger-guard
 - moist cleansing wipes (for adults only)
 - tweezers
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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.
 - 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 – Karen Blaney. Date checked: see box lid
 - 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.

- 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. Parents are asked to sign the Accident Record when we report the incident.
- Each Accident Record is confidential.

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 the pre-school held on (date).....

Signed on behalf of the pre-school..... (Chairperson)

Next Policy Review February 2018

Dates of 1st aid course:

Karen:	Jun 2014
Louise:	Nov 2014
Rachel:	Sep 2015
Liz:	Sep 2015
Jo:	Mar 2016
Peta:	Mar 2016
Claire:	Mar 2016