

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

The provider 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.



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 adult with a current first aid certificate is on the premises, or on an outing, at any one time (from September 2016 all staff included in ratio with the children will be Paediatric First aid trained) 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 items [please adjust the list to include anything else which is deemed necessary]:

- 8 medium sterile dressings
- 2 large sterile dressings
- 4 triangular bandages
- 4 packs of safety pins (pk 6)
- 4 eye pads
- 10 wash proof plasters
- 1 microporous tape 2.5 x 10m
- 12 Nitrile powder-free disposable gloves
- 4 Finger dressing 3.5 x 3.5cm
- 2 Face shield

- 3 Disposable heat retaining blanket/foil blanket
- 2 Burn shield dressing 10x 10cm
- Tuff – Kut scissors
- 2 Conforming bandage 7.5cm x 4.5m

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


- 2 pairs of disposable plastic (PVC or vinyl) gloves.
 - 2 plastic disposable aprons.
 - 4 bio hazard bags
 - A children's forehead 'strip' thermometer.
 - A digital thermometer.
 - Ice packs kept in the fridge.
 - Revised 9th edition First aid manual.
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- Information about who has completed first aid training and the location of the first aid box is provided to all staff and volunteers.
 - The first aid box is easily accessible to adults and is kept out of the reach of children in the Medication/First aid cupboard.
 - There is a named person in the setting (First Aid Officer) who is responsible for checking and replenishing the first aid box contents, this is regularly checked, once a month, and the first aid box contents is replenished and expiry dates are checked.
 - Medication are 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.
 - When a child has a head injury we give first aid treatment and complete the necessary head injury form. We always call a parent/carer to inform them of the head injury, no matter how small.
 - When 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 (Management/Key person) 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 our 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 by	Noah's Ark Pre-School	<i>(name of provider)</i>
On	18th April 2016	<i>(date)</i>
Date to be reviewed	April 2017	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Tony Turner	
Role of signatory (e.g. chair, director or owner)	Chairperson	

Other useful Pre-school Learning Alliance publications

- Medication Record (2013)