

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

At least one person who has a current paediatric first aid certificate must be on the premises and available 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.

## **3.2 First aid**

### **Policy statement**

Little Deers practitioners are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All our practitioners hold a current first aid certificate. 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 all items recommended at the last first aid training attended by practitioners.

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

- A box of disposable gloves.
- Plastic disposable aprons.
- A children's forehead 'strip' thermometer.
- A supply of cold compresses are kept in the fridge.
  
- 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 regularly :**Tina Booth**
- 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 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	Little Deers Preschool	<i>(name of provider)</i>
On	13 <sup>th</sup> June 2016	<i>(date)</i>
Date to be reviewed	June 2017	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Adele Gibson	
Role of signatory (e.g. chair, director or owner)	Managing Director	

### Other useful Pre-school Learning Alliance publications

- First Aid Management Record (2016)
- Medication Administration Record (2015)