



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

First Aid Policy

Policy statement

At Hail Weston Pre-School Activity Group (HWPAG) all staff who have completed their paediatric first aid training are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All members of staff must have a current first aid training certificate in paediatric first aid. New members of staff must complete this course within 3 months of starting at the Pre-School or as soon as a course becomes available. At least 3 members of staff on the premises or on an outing at any one time must hold valid first aid paediatric training certificate.

Procedures

The First Aid Kit

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items only (please see individual boxes for quantities):

- 1 x First Aid Guidance Leaflet
- 2 x First Aid Dressings (M)
- 2 x First Aid Dressing (L)
- 2 x Triangular Bandages
- 2 x Eye Dressings
- 40 x Hypo allergenic Plasters
- 10 x Sterile Wipes
- 1 x Microporous Tape (2.5cm x 5m)
- 1 x Conforming Bandage (7.5cm)
- 6 x Gloves (Pair)
- 1 x Face Shield
- 1 x Foil Blanket
- 1 x Clothing Cutters
- 5 x Low Adherent Dressings
- 3 x Saline Wash
- 1 x Thermometer
- 3 x Biohazard Bags
- 1 x tweezers
- 3 x Adhesive wound dressing (M)
- 3 x Adhesive wound dressings (S)

- The first aid box is easily accessible to staff and is kept out of the reach of children.
- The box and travel First Aid Kit are regularly checked (half-termly) by a designated member of staff and restocked as necessary unless dated stock is due to expire before this. In these circumstances the check will be brought forward to one month prior to these stock expiry dates.
- No non-prescribed medication is kept in the First Aid Kit or given to children, parents or staff.

- At the time of admission to HWPAG, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
- In the event that any injury to a child or adult requires treatment by a General Practitioner or hospital, or the death of a child or adult Ofsted are informed and reported to the local office of the Health & Safety Executive.

Accident and Record Sheets

- Are kept safely and are accessible
- All staff know where they are kept and how to complete them in a clear and readable manner
- Are reviewed at least each term to identify any potential or actual hazards

Minor Accidents

- Will be dealt with immediately and with consideration for the upset child
- All cuts and grazes will be washed in water and where possible left uncovered. In unavoidable circumstances or as a comfort the cut/graze is covered with 'Menolin' type dressing or a hypoallergenic plaster. Staff will be aware of the children who are allergic and not able to have plasters.
- All accidents will be recorded on an Accident Record Sheet
- A member of Staff will notify the parents/carers at the end of the session and briefly outline the circumstances of the accident.
- The parents / carers will be asked to sign the accident book.

Major Accidents

- Parents / carers will be notified IMMEDIATELY
- Should the child need to go to hospital, by car or ambulance, before parents / carers arrive, the Pre-school Leader, Deputy or Key Person will accompany the child
- Staff will continue to try and locate / contact the parent / carer of the child

Staff Accidents

- Staff accidents will be recorded in the accident book
- Staff will be left to deal with their own minor accident, provided they are in a fit state to do so
- Should a Staff Member need to go to hospital or home, emergency cover will be called in to keep the adult:child ratios correct. Staff will be accompanied home or to hospital should it be necessary.

Legal framework

- Health and Safety (First Aid) Regulations (1981)
- Guide to registration on the Childcare Register – Ofsted guidance, Annex C. First Aid Guidance

This policy was adopted at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP held on January 2020

Date to be reviewed: January 2021

Signed on behalf of the Management Committee:.

Lizzie Spear

Signatory:.....

Role of signatory: Chairperson