



PUDDLEDUCKS

Nursery & Pre-School

FIRST AID POLICY

Policy Statement

We 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. 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. All staff carry current 12hr Paediatric first aid training. The first aid qualification includes first aid training for infants and young children. We 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:

Essential

- Large sterile dressing x 3
- Medium sterile dressing x 3
- Small sterile dressing x 3
- Eye pad sterile dressing no.16 x 2
- Triangular bandage x 4
- Individual wrapped sterile plasters (asstd sizes) x 20
- Safety pins x 6
- HSE guidance leaflet x 1

Additional Items

- Alcohol free wipes x 20

Stored near to kit

- Disposable gloves
 - Disposable apron
 - Temperature scan/Forehead strip thermometer
 - Supply of ice
- Information about who has completed first aid training and the location of the first aid box is provided to all staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed in the setting.
 - 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. This is Beverley Smith (manager) or Paula Fry (Health & safety Officer)
 - 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, accident form completed and parents advised.
- 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)