



Promoting health and hygiene

HH8 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. At least one adult with a current first aid certificate is on the premises, or on an outing, at any one time. 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.

Equipment

The First Aid Kit

- 1 first aid guidance card and contents list
- 1 resuscitation face shield
- Individually wrapped adhesive dressings (plasters) of assorted sizes (blister, finger)
- 2 large sterile dressing
- 1 roll of hypo-allergenic tape (ie: Micro-pore)
- 5 antiseptic swabs (*for cleaning wounds*)
- 4 Triangular Bandage
- Round-ended scissors
- 2 pairs disposable non-latex gloves
- Adhesive tape

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- a children's forehead thermometer.

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:
 - Small x 3.
 - Medium x 3.
 - Large x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.
- Tweezers
- Adhesive tape

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

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.
- A supply of cold compresses are kept in the fridge
- We have blue plasters for any adult who needs it, if they are preparing food.

Procedures

- The first aid boxes are easily accessible to adults and are kept out of the reach of children. One is kept in the admin cupboard on a high shelf and the other is kept in the kitchen where the children do not have access. All members of staff know the location of First Aid boxes.
- A list of staff and volunteers who have current PFA certificates is displayed on the notice board in the foyer and on the door of the admin cupboard and is available to parents to see.
- There are 2 named people in the setting who are responsible for checking and replenishing the first aid box contents. They are **Julie Tempest** and **Louise Bridgland**.
- No un-prescribed medication is given to children, parents or staff.
- At the time of admission to the setting, 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 of minor injuries or accidents, parents are normally informed when they collect their child, unless the child is unduly upset or members of staff have any concerns about the injury. In which case they will contact the parent for clarification of what they would like to do, i.e. collect the child or take them home and seek further advice from NHS 111.

- Where a child has an accident a record of this is made in the Accident folder and the parents/carers are asked to sign this in acknowledgement when they collect their children.
- When we are required to administer medicine during pre-school we enter this into the Medication Record Book and the parent signs.
- When we administer medicine, one adult is supervised by another and both sign the Medication Record Book.
- 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)

Further guidance

- First Aid at Work: Your questions answered 2014
- Basic Advice on First Aid at Work (HSE Revised 2017)

Other useful Pre-school Learning Alliance publications

Accident Record (2019)

This policy was adopted at a meeting of	Little Fishes Pre-School
Held on	<hr/> 11/2/13
Date to be reviewed	<hr/> Reviewed Spring 2023
	<hr/> Review date: Spring Term 2025
Signed on behalf of the management committee	<hr/> Vicky Baker – Chairperson
	<hr/> Tracy Parkins - Manager
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