

# SAFEGUARDING & WELFARE REQUIREMENT: STAFF QUALIFICATIONS, TRAINING, SUPPORT & SKILLS

## 3.2 First Aid



### Policy Statement

At St John's Playtime Pre-school, we provide care for children and promotes health by ensuring emergency and first aid treatment is given as required. Parents' consent to emergency medical treatment consent on registration.

our staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. **All** member of our staff holds a current paediatric first aid certificate which is renewed every 3 years and refreshed within setting (including any updates) on a regular basis. Newly qualified staff who achieved an early year's 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.

### Procedures

#### *The first aid kit*

Our first aid kit is accessible at all times and conforms to British Standards. It contains the following items:

- 1 x First Aid in an Emergency Booklet
- 8 x HSE medium sterile dressing (12 x 12cm)
- 2 x HSE large sterile dressing (18 x 18cm)
- 4 x Triangular bandage (90 x 90 130cm)
- 4 x Safety pins (pk 6)
- 4 x Eye Pad
- 10 x Wash proof plasters (pk 10)
- 4 x Sterile moist cleaning wipes (pk 10)
- 1 x Microporous tape (2.5cm x 10m)
- 12 x Nitrile powder-free disposable gloves (pair)
- 4 x Finger dressing (3.5 x 3.5cm)
- 2 x Face Shield
- 3 x Disposable heat retaining blanket
- 2 x Burnshield dressing (10 x 10cm)

- 1 x Tuff-Kut scissors
- 2 x Conforming bandage (7.5cm x 4.5 m)

In addition to these supplies, we also keep the following items in close proximity:

- Disposable plastic (PVC or vinyl) gloves.
- Disposable plastic aprons.
- A children's ear thermometer and disposable covers.
- A cold compress pack is kept in the refrigerator.
- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed in the setting.
- The first aid kit 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.
- 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/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.
- In the event of a serious accident, injury, or serious illness, the setting manager notifies the owner/trustees/committee using or other agreed reporting format, as soon as possible.
- If required, a RIDDOR form is completed; one copy is sent to the parent, one for the child's file and one for the local authority Health and Safety Officer.

- The committee are notified by the pre-school manager of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care in order to be able to notify Ofsted and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, after consultation with the owners/directors/trustees, inform local child protection agencies of these events

**This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 17<sup>th</sup> June 2009.**

**This policy was reviewed & updated on: May 2024**

**This policy will be reviewed again on: May 2025**

**Signed on behalf of the Management committee and provider:**

**Name of Signatory: Julia Rael**



**Role of Signatory: Committee Chairperson**