

# First Aid Policy



General Welfare Requirement: Safeguarding and Promoting Children's Welfare. The provider must promote the good health of the children, take necessary steps to prevent the spread of infection and take appropriate action when they are ill.

## Policy statement

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. At least one member of staff with current first aid training is on the premises or on an outing at anyone time. The first aid qualification includes first aid training for infants and young children. The staff trained are on a list in the small hall and on staff board.

## 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:

- Triangular bandages (ideally at least one should be sterile) -x 4.
- Sterile dressings:
  - Small (formerly Medium No 8) -x 3.
  - Medium (formerly Large No 9) -HSE 1 -x 3.
  - Large (formerly Extra-Large No 3) - HSE 2 -x 3.
- Composite pack containing 20 assorted (individually wrapped) plasters 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing 2.
- Container or 6 safety pins 1.
- Guidance card as recommended by HSE 1
- Epi Pen - only if prescribed for a named child
- Sun cream

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

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

- The first aid box is easily accessible to adults and is kept out of the reach of children.
- 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 permission form upon registration allowing us to call an emergency ambulance.
- If a child comes into pre-school with an injury, then this should be recorded in the existing injury book.

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## First Aid Procedure

If a child shares a concern that an incident/accident has happened verbally or non-verbally, the practitioner should:

- Listen to the child and check to see if they have any visible mark/injuries
- Provide First Aid if necessary
- Check with other members of the team that are on duty if they have seen an incident/accident involving that child.
- If the incident/accident has not been reported or seen – Record in the relevant incident/accident book the exact words the child used and say that the incident/accident is unseen but has been reported to you.
- Then report the incident to one of the following;
  - Manager
  - Deputy Supervisor
  - Safeguarding Lead
- One of the above will sign the incident/accident book as the second signature.
- When an accident occurs, we record the accident in the pre-school accident and incident book. If it is a minor accident, then the parents are informed at pick up. They are asked to review and sign the accident and incident book.
- We record the incident in the appropriate incident/accident book – each group has their own colour incident/accident book.
- Complete relevant sections – also remembering head injury leaflet if required. If a head injury occurs, we will give parents a head injury leaflet, so they are aware of the signs resulting from head injuries.
- Record in the daybook – who has had an incident/accident.
- There is a first aid sign up by the front door with the child's initials and their colour team.

## Legal framework

Health and Safety (First Aid) Regulations (1981)

First Aid at Work: Your questions answered (HSE 1997)

[www.hse.gov.uk/pubns/indg214.pdf](http://www.hse.gov.uk/pubns/indg214.pdf)

Basic Advice on First Aid at Work (HSE 2006)

[www.hse.gov.uk/pubns/indg347.pdf](http://www.hse.gov.uk/pubns/indg347.pdf)

Guidance on First Aid for Schools (DfEE)

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf)

Other useful Pre-school Learning Alliance publications - Medication Record (2006)

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Date of Policy:	January 2020
Date to be reviewed:	January 2022
Signed by the Manager:	
Signed by the Committee:	
Name of signatory:	
Role of signatory:	