

Safeguarding and Welfare Requirement: Staff qualifications, training, support and skills

At least one person who has a current paediatric first aid certificate is on the premises at all times when children are present, and must accompany children on outings.

Health – accident or injury

The provider must ensure there is a first aid box accessible at all times with appropriate content for children. Providers must keep a written record of accidents and injuries and first aid treatment.

3.2 First aid

Policy statement

At Trinket Box, 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 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 staff caring for young children.

Procedures

The first aid kit

Our first aid kit is accessible at all times, complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items as a bare minimum:

- 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) eg No 16 dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.

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 'strip' thermometer.
- A supply of ice is kept in the freezer.

- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers, lists of the first aiders are displayed adjacent to the first aid boxes in the main pre school room and in the kitchen.
- The first aid boxes are easily accessible to adults and are kept out of the reach of children. One is located in the main room, near to the entry door and the other is located in the kitchen.

- The Manager and/or deputy are responsible for checking and replenishing the first aid box contents.
- Medication is only administered in line with our Administering Medicines policy. No un-prescribed medication is given to children, parents or staff.
- In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
- If a child sustains an injury and first aid is administered by the setting, the parent will be informed on the same day, or as soon as reasonably practicable, of any first aid treatment given and the accident book is countersigned by the parent/carer.
- Where children sustain head injuries, a head injury information sheet is also given to the parent/carer detailing possible signs of concussion and action required.
- 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)

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DfEE)

This policy is approved by the Committee and reviewed annually

Other useful Pre-school Learning Alliance publications

- First Aid Management Record (2016)
- Medication Administration Record (2015)