



# Staff Qualifications, Training, Support and Skills Policy

## 3.2 First aid

### 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 any one time. The first aid qualification includes first aid training for infants and young children. We aim to 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, complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items:

- 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 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.
  
- 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 are made available to parents upon request.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- 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 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.
- Accidents and injuries are recorded in our accident 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 Accidents and Incidents Policy

**Legal framework**

- Health and Safety (First Aid) Regulations (1981)

**Further guidance**

- First Aid at Work: Your questions answered (HSE Revised 2015)
- Basic Advice on First Aid at Work (HSE Revised 2017)
- Guidance on First Aid for Schools, Early Years and Further education (DfEE) (2022)

This policy was adopted by \_\_\_\_\_ (name of provider)

Date to be reviewed \_\_\_\_\_ (date)

Signed on by supervisor/management committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. supervisor/chair/owner) \_\_\_\_\_

**Other useful Pre-school Learning Alliance publications**

- First Aid Management Record (2016)
- Accident Record (2019)
- Medication Administration Record (2019)