

ST ANDREW'S METHODIST CHURCH PRE-SCHOOL

First Aid Policy

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. All education staff have paediatric first aid qualifications. 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. Staff paediatric first aid qualifications are renewed on or before expiry of certificate. The first aid qualification includes first aid training for infants and young children.

We have ensure that first aid training is relevant to adults caring for young children.

Procedures

The first aid kit

Our first aid kit is accessible at all times and contains a minimum of 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.

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 ice packs are 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. A list of staff and volunteers who have current PFA certificates is displayed at the preschool entrance visible to all parents.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- Management 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 and recorded
- 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 to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they will be informed by the pre-school manager or deputy that their child has been taken to the hospital.
- Accidents and injuries are recorded using our accident record book. Parents receive a copy of the
 accident form and a copy is kept in the child's personal details file. Where applicable, accidents are
 notified to the Health and Safety Executive, Ofsted and/or local child protection agencies.

Legal framework

Health and Safety (First Aid) Regulations (1981)

Further guidance

- First Aid at Work: Your questions answered (HSE)
- Basic Advice on First Aid at Work (HSE)
- Guidance on First Aid for Schools (DfE)
- First Aid Management Record (Pre-school Learning Alliance 2016)
- Accident Record (Pre-school Learning Alliance 2017)
- Medication Administration Record (Pre-school Learning Alliance 2017)

This policy was adopted by	St A	Andrew's Preschool	(name of provider)
On	23 rd	d November 2022	(date)
Date to be reviewed	31st	October 2023	(date)
Signed on behalf of the provider			
Name of signatory	Lin	da Bowker	
Role of signatory	Cha	air of Management Committee	
Staff Name		Signature	