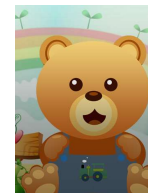


## Sandy Bears Nursery + Pre school Policies 2018

### 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

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

## 3.2 First aid

### Policy statement

At Sandy Bears Nursery + Pre school we are able to take action to apply first aid treatment in the event of an accident involving a child or adult. The requirement is for at least one adult with a current first aid certificate 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 aim to ensure that first aid training is local authority and/ or ofsted approved and is relevant to adults caring for young children. We ensure there is atleast 1 member of staff in each room that is Paediatric First Aid trained and 1 member of staff in the building trained for First Aid at Work. However at Sandy Bears our aim is for all our staff to be 100% paediatric first aid or booked on a course.

### Procedures

#### *The first aid kit*

We have 3 first aids kits at Sandy Bears, 1 in Big Bears, 1 in Bear Cubs and 1 in the kitchen. All first aid kits are accessible at all times and contains the following items:

- Triangular bandages x 1
- Sterile dressings:
  - Medium x 1.
  - Large x 2.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. x 1.
- Guidance card as recommended by HSE x 1.
- One resuscitation face shield
- Low adherent dressing x 5
- Finger Bandage x 4
- Round ended scissors x 1
- Roll of hypo-allergenic tape x 1
- Forehead strip thermometer x 1

In addition, the following equipment is kept near to the first aid box:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- A supply of ice packs are kept in the fridge/freezer.
- Information about who has completed first aid training is displayed on our parents notice board.
- A list of staff and volunteers who have current PFA certificates is displayed in the cloakroom made available to parents.
- The location of the first aid box is clearly labelled and signed in every room.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- There is a named person (Rebecca Whitley and Laura Yates will place the order) in the setting who is responsible for checking and replenishing the first aid box contents regularly check and replenish the first aid box contents. All staff are to inform Management when they use the last of any item and record this on the laminated sheet in the staff room.
- 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 will 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 folder 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 was adopted by

Laura Yates

On

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November 2018

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Date to be reviewed	November 2019
Signed on behalf of the provider	L.L.Yates
Name of signatory	Laura Yates
Role of signatory (e.g. chair, director or owner)	Manager + Owner

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

- Medication Record (2013)