

First Aid Policy

Aim of the policy

To provide a safe place of work, with suitable arrangements for welfare. We must ensure that there is adequate first aid provision for children and staff that may become ill or are injured at the setting.

Points to consider

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**Some policies continue to the next page. Please check you are referring to the complete policy content. These policies are reviewed annually and updated inline with changes to government legislation.*

We will provide information and training on first aid to all employees within six months of employment to ensure that statutory requirements and the needs of the setting are met.

All newly qualified level 2 or 3 entrants to early years will be supported to obtain a full paediatric first aid (PFA) or emergency PFA certificate within three months of starting work.

We aim to achieve this by:

- Appointing a suitable person to take responsibility for first aid provision and maintenance of the first aid box under the Health and Safety (First Aid) Regulations. A suitable person is someone who has undergone training and achieved a standard approved by the HSE

Should employees have concerns about the provision of first aid within the setting, they should inform the senior member of staff to enable them to investigate and rectify the situation if necessary.

The person responsible for the implementation of this policy is the senior member of staff.

First aiders will be appointed to assist the senior member of staff in dealing with accidents and emergencies that occur at the setting. The following three steps are the most important in the provision of adequate and effective first aid cover:

1. Ensure that all employees are aware of the procedures to be followed in the event of illness or injury at work.
2. Ensure that an appropriate number of first aiders are recruited and trained (allowing for holidays, etc.) and that a sufficient number are present in the workplace at any given time.
3. Maintain adequate first aid equipment and facilities appropriate to the degree of risk, including for those employees who work away from the site.

First aid boxes will be located in accessible locations around the setting and be signposted. They should be checked and replenished regularly by a nominated person and contain:

- Two sterile eye pads, with attachment
- Four triangular bandages
- One non-allergenic micropore tape
- Six medium-sized sterile unmedicated dressings
- Two large sterile unmedicated dressings

- 20 blue plasters in the kitchen/food preparation area

Medication and tablets will never be stored in the first aid kit.

The list of First Aiders is displayed on the information Board in the front entrance