

### **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.

## **ST ALBAN'S PRE SCHOOL 3.2 FIRST AID**

### **ALL STAFF HAVE FIRST AID QUALIFICATIONS OR MEDICAL EXPERIENCE.**

In the event of an accident First Aid is administered immediately, details recorded in the First Aid book. Parents will be contacted in the event of a serious accident.

- The basic principles of First Aid do not change but methods are sometimes altered/up-dated. To be prepared for any emergency and to keep to the law, the following apply:
- The school needs to have a list of clear instructions next to each phone that anyone (including a child) can use to direct an ambulance. Meet the ambulance – time can be lost on a large site if the paramedics cannot find the injured person.
- The forms we use to record accidents are confidential and must be kept separately once they have been written.
- All injuries/bumps must be recorded and parents/carers must sign the accident book.
- The correct ratio of staff are First Aid trained.

**The accident book should always be completed no matter how small or trivial the accident/injury may seem.**

### **First Aid Box**

This is located in the filing cabinet – drawer indicated.

- If an item is used from the box, this must be replaced as soon as possible so that the box is fully stocked at all times.
- Checked half termly for correct and out of date items.
- Staff to regularly check regulations with regard to contents.

An emergency telephone is always available in Pre School.

This policy was adopted by	St Albans Pre School	<i>(name of provider)</i>
On	23 January 2024	<i>(date)</i>
Date to be reviewed	23 January 2025	<i>(date)</i>
Signed on behalf of the provider	<i>Elaine Mercer</i>	
Name of signatory	Elaine Mercer	
Role of signatory (e.g. chair, director or owner)	Head of Pre School	