

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- Checked half termly for correct and out of date items.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 2026	<i>(date)</i>
Date to be reviewed	23 January 2027	<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	