

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

Leverstock Green Playgroup 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. The first aid qualification includes first aid training for infants and young children. We aim to ensure that first aid training is local authority approved and is relevant to adults caring for young children.

Procedures

- *Our first aid kit is regularly checked and a list of contents is inside the box. This has been checked to the guidelines set in the booklet from the provider of first aid training that staff have attended.*
- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- We check the contents of our first aid box regularly for out of date items.
- 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 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 book and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

This policy was adopted by	Leverstock Green Playgroup	(name of provider)
On	26 th February 2026	(date)
Date to be reviewed	April 2027	(date)
Signed on behalf of the provider		
Name of signatory	Britanee Catchpole	
Role of signatory (e.g. chair, director or owner)	Committee Member	