



# Stanmore Baptist Preschool

## 3 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

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All qualified staff have a First Aid qualification which is renewed every 3 years. 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

#### *The first aid kit*

Our first aid kit is accessible at all times and contains items listed in the current first aid book.

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

- Plastic and vinyl gloves
  - A children's forehead 'strip' thermometer in box
  - A cold pack is kept in the fridge and the freezer.
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- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed in the setting.
  - The first aid box is easily accessible to adults and is kept out of the reach of children.
  - The managers regularly check and replenish the first aid box contents.
  - 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 a bump to the head a note is sent home to the parents detailing this.
  - 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 these cases 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 Co- manager to accompany 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 the accident record book 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

Stanmore Baptist Preschool

On

3<sup>rd</sup> December 2019

Date to be reviewed

December 2020

Signed by the Manager

Name of Manager

Alison Theobald and Jackie Barnes

Signed by the Committee Chair

Name of Committee Chair

Sian Bender