

# SAFEGUARDING & WELFARE REQUIREMENT: STAFF QUALIFICATIONS, TRAINING, SUPPORT & SKILLS

## 3.2 First Aid



### Policy Statement

At St John's Playtime Pre-school, our staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. **All** member of our staff hold a current paediatric first aid certificate which is renewed every 3 years and refreshed within setting (including any updates) on a regular basis. Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 June 2016 also have a paediatric first aid certificate in order to be counted in the adult:child ratios. The first aid qualification includes first aid training for infants and young children. We have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

### Procedures

#### *The first aid kit*

Our first aid kit is accessible at all times and conforms to British Standards. It contains the following items:

- 1 x First Aid in an Emergency Booklet
- 8 x HSE medium sterile dressing (12 x 12cm)
- 2 x HSE large sterile dressing (18 x 18cm)
- 4 x Triangular bandage (90 x 90 130cm)
- 4 x Safety pins (pk 6)
- 4 x Eye Pad
- 10 x Washproof plasters (pk 10)
- 4 x Sterile moist cleaning wipes (pk 10)
- 1 x Microporous tape (2.5cm x 10m)
- 12 x Nitrile powder-free disposable gloves (pair)
- 4 x Finger dressing (3.5 x 3.5cm)
- 2 x Face Shield
- 3 x Disposable heat retaining blanket
- 2 x Burnshield dressing (10 x 10cm)
- 1 x Tuff-Kut scissors
- 2 x Conforming bandage (7.5cm x 4.5 m)

In addition to these supplies, we also keep the following items in close proximity:

- Disposable plastic (PVC or vinyl) gloves.
- Disposable plastic aprons.
- A children's ear thermometer and disposable covers.
- A cold compress pack is kept in the refrigerator.
  
- 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 kit is easily accessible to adults and is kept out of the reach of children.
- There is a named person in the setting who is responsible for checking and replenishing 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 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 in line with our Recording and Reporting of Accident and Incidents Policy.

**This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 17<sup>th</sup> June 2009.**

**This policy was reviewed & updated on:      March 2019**

**This policy will be reviewed again on:      March 2020**

**Signed on behalf of the Management committee and provider:**



**Name of Signatory:              Wendy Bevan**

**Role of Signatory:              Committee Chairperson**