

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings.

Health

Providers 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. At least one adult with a current first aid certificate is on the premises, or on an outing, at any one time. **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 contains the following items [please adjust the list to include anything else which is deemed necessary]:

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
 - Small x 3.
 - Medium x 3.
 - Large x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.

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

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.
- A supply of ice is kept in the freezer.

- 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/made available to parents].**
- The first aid box 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/I 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/I will administer first aid].
- The accident is recorded in the accident book, stating the date, time, where the accident occurred, treatment given & witnesses signature. Parents are asked to sign the accident book when they collect their child at the end of the session.
- 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. Accident records are kept for all children in a locked cupboard. These records are held in the Pre School until the child reaches the age of 21.
- Accidents are reviewed and monitored regularly.
- In warm/hot weather we ask parents to apply Sun Cream on their child before their session and to bring in a labelled sun cream into Pre School for us to re-apply as necessary.
- Parents sign on their child's registration form to give staff permission to re-apply supplied sun cream.
- Staff must ensure they have washed their hands before and after supplying sun cream to each child and fill in a 'sun cream chart ' each time.
- Staff are aware of health and safety issues in the sun. If it is too hot children are encouraged to stay in the shade/ inside, be kept as cool as possible and water available to drink at all times.
- Parents are asked to bring in a Sun hat for their child to wear. Pre School do have some spare hats on site if needed.

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 _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____

Other useful Pre-school Learning Alliance publications

- First Aid Management Record (2016)
- Medication Administration Record (2015)