



## 7.4 First Aid

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

<b>Date of adoption</b>	July 2018
<b>Reviewed</b>	June 2020
<b>Signed (on behalf of the management committee)</b>	
<b>Name of signatory</b>	Kate Hilton
<b>Role of signatory</b>	Chair
<b>This policy will be reviewed</b>	Annually
<b>Date of next review</b>	July 2021

## 7.4 First Aid

### **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**

Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep written record of accidents or injuries and first aid treatment.

### **Policy statement**

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with a current first aid certificate is required on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children, is relevant to adults caring for young children and is a minimum of a 12-hour course. This must be updated every 3 years.

### **Procedure**

- Risk assessments of the setting and surrounding premises and equipment are carried out at the beginning of each session and periodically throughout the term to minimise the risk of injury. Before we go on outings, a senior member of staff will attend the outings premises and carry out a thorough risk assessment. They will then share the risk assessment with all other staff before arrival to ensure that everyone is aware of the risks and any potential dangers.
- Our first aid kits comply with the Health & Safety Regulations 1981 and are checked by a designated member of staff at the start of every half-term and re-stocked as necessary. We have first aid kits that are suitable for both children and adults within the setting. A list of contents can be found within each first aid box and within the first aid file (stored in the office).
- A list of staff and volunteers who have current PFA certificates is displayed in the setting.
- There are first aid boxes located in the kitchen, main setting room, undercover area and in the emergency bag. These are all easily accessible to adults, labelled and kept out of the reach of children.

- Whenever we leave the pre-school building to play outside or to go on an outing, we always take an emergency bag with us. A senior member of staff will be responsible for this bag and will keep it on their person at all times. The emergency bag contains a first aid kit.
- At the time of admission to the setting, we gain parent's written permission for any emergency medical advice or treatment to be given to their child. Parents must sign and date their approval, which is part of the registration document.
- In the event of a minor injury, first aid treatment is only administered by a qualified first aider and parents informed on collection. In instances where the child is unduly upset or we have concerns about the injury, 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.
- If a child gets sand in their eyes, a member of staff will flush the area with saline solution and contact the child's parents to advise them of the situation and clarify whether they would like collect the child and take them to their own GP or Minor Injuries.
- In the event of an accident/illness that requires serious medical attention we will always call for the emergency services first. Parents are then contacted to inform them that an ambulance has been called for and where their child is due to be taken. We are unable to take the children to the nearest accident and emergency unit as staffing levels will not be adhered to and is not in accordance to staff vehicle insurance.
- A record of accidents and injuries or the administration of first aid within the setting is kept at all times. Parents will be notified at the end of every session of any accident or injury sustained by their child whilst they are within the care of Little Thetford Acorns. Parents will also be required to sign their acknowledgment of this information on the accident record form at the end of the session. (See our Recording and Reporting of Accidents and Incidents policy)
- Parents must notify us of any pre-existing injury or accident when their child arrives that has occurred whilst they have been away from the setting. These details will be recorded and signed by a senior member of staff and the parents/carers (see Existing Injuries Policy).
- If a child has a bump to the head, we will always ring the parent straightaway, or as soon as possible. A message will be left if parents do not answer.

- In the event of a serious accident, injury or death occurring to a child within a session, our setting must notify the relevant authorities such as Ofsted, Health and Safety Executive (see our Recording and Reporting of Accidents and Incidents policy for further guidance).
- Medication is only administered in line with our Administering Medicines policy.

### **COVID-19 Update**

We will assess the risk of infection and spread of Covid-19 in our setting and take all statutory and necessary precautions. See Covid-19 Risk Assessment.

Staff will be trained in the use of PPE, in case of a child showing symptoms while in our setting.

### **Legal Framework**

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

### **Further Guidance**

- First Aid at Work: Your questions answered (HSE Revised 2015)
- Basic Advice on First Aid at Work (HSE Revised 2012)
- Guidance on First Aid for Schools (DfE Revised 2014)
- First Aid Management Record (Pre-school Learning Alliance 2016)
- Accident Record (Pre-school Learning Alliance 2017)
- Medication Administration Record (Pre-school Learning Alliance 2017)