**3 2 First Aid**

**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 current first aid training 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 aim to ensure that first aid training is local authority approved and is relevant to staff caring for young children.

**Procedures**

***The First Aid box***

Our first aid kit contains the following items :

* Triangular bandages (ideally at least one should be sterile) – x1
* Small bandage.
* Dressing pads x2
* Micro pore
* Sterile dressings:
* Small (formerly Medium No 8) – x 2
* Medium (formerly Large No 9) – HSE 1 - x 2.
* Large (formerly Extra Large No 3) – HSE 2 - x 2.
* Composite pack containing 20 assorted (individually-wrapped) plasters x1.& blue plasters.
* Sterile eye pads (with bandage or attachment) eg No 16 dressing 2.
* Container of 6 safety pins x1
* Paediatric first aid book
* Guidance card as recommended by HSE x 1.

In addition to the first aid equipment, the box should be supplied with:

* Emergency contact details for adults and children.
* 2 pairs of disposable plastic (PVC or vinyl) gloves.
* A children’s forehead ‘strip’ thermometer.
* Finger bandage
* Gauze swabs
* Resuscitation shield

***First Aid outings bag***

This is always taken with us when we go off premises. It contains the following items:

* Triangular bandage- x 1
* Small bandage.
* Dressing pads x2
* micro pore
* Sterile dressings:
* Small x1
* Medium - x 1.
* Medium sterile dressing
* Sterile gauze swabs
* Dressing pad
* Composite pack (individually-wrapped) plasters 1.
* Sterile eye pads (with bandage or attachment) eg No 16 dressing 2.
* 6 safety pins
* First aid booklet

In addition to the first aid equipment, the box should be supplied with:

* Emergency contact details for adults and children.
* 2 pairs of disposable plastic (PVC or vinyl) gloves.
* Resuscitation shield
* Scissors
* Paper bag
* Eye wash x2
* Thermal blanket
* Nappy bag x2
* Information about who has completed first aid training and the location of the first aid box is provided to all staff and volunteers. A list of staff and volunteers who have current PFA certificates is [displayed in the setting/made available to parents- on first aid box in back room and on parents’ notice board)].
* The first aid box is easily accessible to adults and is kept out of the reach of children.
* The First Aid outing bag is carried by the outing first aider and taken with us whenever we go off site.
* There is a named person-Sue Winder- who is responsible for checking and replenishing the first aid box/bag contents regularly.
* No un-prescribed medication is given to children, parents or staff.
* 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.
* 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 the 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 2015)
* Basic Advice on First Aid at Work (HSE Revised 2012)

Guidance on First Aid for Schools (DfEE revised 2014)

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| This policy was adopted at a meeting of |  | name of setting |
| Held on |  | (date) |
| Date to be reviewed |  | (date) |
| Signed on behalf of the management committee |  |
| Name of signatory |  |
| Role of signatory (e.g. chair/owner) |  |

**Other useful Pre-school Learning Alliance publications**

* First Aid Management Record (2016)
* Medication Administration Record (2017)
* Accident Record (2017))