

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

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. At least one adult with a current first aid certificate (including anaphylaxis training) is on the premises, or on an outing, at any one time. The first aid qualification is specific 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 and that each of our staff members holds a relevant First Aid Qualification.

Procedures

The first aid kit

Our first aid kit is accessible at all times and contains the following items:

- First Aid items should be contained in a green box marked with a white cross
- First Aid Guidance booklet
- 20 assorted (individually-wrapped) hypo-allergenic plasters
- 2 Sterile eye pads (with bandage or attachment) e.g. Number 16 dressing
- 4 Triangular bandages
- Sterile dressings:
 - Medium x 6
 - Large x 2
- 1 resuscitation face shield
- 1 finger bandage & applicator
- 5 non adherent dressings
- 5 packs of sterile gauze swabs

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

- 2 pairs of disposable plastic (PVC or vinyl) gloves
- moist wipes (that do not contain antiseptic or alcohol)
- A children's thermometer.

- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers.
- 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.
- 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.
- In the case of all head injuries, we will call the child's parents to notify them.
- 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 file 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
- Basic Advice on First Aid at Work
- Guidance on First Aid for Schools (DfEE)

Other useful Pre-school Learning Alliance publications

- Medication Record