

## **First aid Policy**

### **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. 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 Kit*

- ↗ Complies with the Health and Safety (First Aid) Regulations 1981
- ↗ Is regularly checked by the designated member of staff
- ↗ Is easily accessible to adults, and kept out of the reach of children.
- ↗ The main first aid kit and two portable bum-bag first aid kits will be stored on the kitchen shelf, on right hand side immediately through the door. Only first aid kits will be stored on these shelves.

The first aid box is easily accessible to adults and is kept out of the reach of children.

- ↗ Information about who has completed first aid training and the location of the first aid box is provided to all staff and volunteers. The Pre-School Manager is responsible for regularly checking and replenishing the first aid box.
- ↗ In the case of minor injury or accidents, first aid treatment is given by a qualified paediatric 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 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.

No un-prescribed medication is given to children, parents or staff.

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Care plans are in place before regular medicine is administered.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

**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 (DfES)

**This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31<sup>st</sup> August 2023.**

**Date to be reviewed – Before end of August 2024.**

**Signed on behalf of the management committee**

**Name of signatory – Richard Allenby (Chairperson).**