



First Aid Policy

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 30th June 2016 also have a paediatric first aid certificate in order to be included in 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 and to adults caring for young children.

Procedures

- Information about who has completed first aid training and the location of the first aid box is provided to all staff and volunteers.
- The first aid box is easily accessible to adults and is kept out of reach of children. A separate Covid-19 first aid kit is also available (red grab bag by hall doors)
- 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 case 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. All head injuries are reported as soon as possible to the parent.
- If an ambulance needs to be 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 department 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 on our Accident/Incident forms and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies.

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)



Policy updated: January 2022

Review date: January 2023