

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 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 adults caring for young children.

### **Procedures**

#### *The first aid kit*

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

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
  - Medium (approx. 12cm x 12cm) x 6.
  - Large (approx. 18cm x 18cm) x 2.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
- Guidance card as recommended by HSE x 1.
- Protective face shield for performing CPR x 1
- Low adherent dressings approx. 5cm x 5cm. These have a perforated plastic surface x 5
- Low adherent dressings approx. 10cm x 10cm. These have a perforated plastic surface x 5
- Role of hypo-allergenic tape x 1
- Disposable gloves x 3
- Pair of scissors with rounded ends x 1
- Sterile gauze swabs 5cm x 5cm for cleaning wounds x 10
- Finger bandage and applicator x 1

If you have no clean tap water (e.g. on a day trip):

- 1 litre of sterile water

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

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.
- A supply of ice is kept in the freezer.
  
- 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.
- 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 book and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with Recording and Reporting of Accident and Incidents Policy.

Legal Framework:

- Health & Safety (first aid regulation 1981)

Further guidance:

- First Aid at work: your questions answered (HSE revised 2014)
- Basic advice on first aid at work (HSE revised 2011)
- Guidance on first aid for schools (DfEE )

This policy was adopted by	Parenting Project	<i>(name of provider)</i>
On	19 <sup>th</sup> Jan 2016	<i>(date)</i>
Date to be reviewed	19 <sup>th</sup> Jan 2017	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Elaine Johnston	
Role of signatory (e.g. chair, director or owner)	CEO - Director	