

### **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**

Providers 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**

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.

### **Procedures**

Within Pre-school we have 3 first aid kits, one within the kitchen, a main one in the Main pre-school area and then the last is a travel first aid kit for us to take with us on outings.

#### The First Aid Kit-In the main room

Consists of the minimum suggested level of equipment, however within a lockable first aid cabinet we have further supplies of all.

All first aid kits are checked every half term **by Manager/Deputy** to ensure the Contents outlined below is within it. However once an item is used replenishment occurs from the supplies kept within the Administrators office.

#### **Contents**

- 1x Guidance leaflet
  - 20x adhesive plasters
  - 2x No16 Eye pad
  - 4x Triangular Bandage
  - 6x safety pins
  - 2x large HSE dressing
  - 6x Medium HSE dressing
  - 2x Gloves (pairs)
  - 6x Wipes (wound and dressing alcohol and antiseptic free)
  - 5x double sided Non adherent dress 5cmx5cm
  - 1x microporous tape 1.25cmx10cm
  - 1x Blunt/Blunt scissors
  - 5x Sterile Non Woven Swabs 10cmx 10cm
  - 1x Tubular Gauze 1m (finger size)
  - 1x plastic Finger applicator.
- Unless stated on a child's medication form of an allergy to any of the items listed above(gauze, microporous tape, plasters etc) these will be used to cover a wound by a first aider.

- The travel First Aid kit due to size contains a smaller number of items, however the contents is the same as that identified above.
- The first aid box is easily accessible to adults and is kept out of the reach of children. The travel first aid kit is taken by a first aider on outings away from pre-school.
- 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 through parents completing a care plan. The care plan outlines for the individual what the medication is for, guidance from the prescription is given. Only a first aider will alongside another member of staff complete the medical care for a child with a care plan.
- 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.
- Our aim within the setting is to have all members of staff in contact with the children First aid trained. We renew the training every 3 years by completing a 12 hour paediatric first aid course. A list of first aid trained staff can be found in all the rooms at pre-school.

### **Legal framework**

Health and Safety (First Aid ) Regulations (1981)

This policy was adopted at a meeting of Witchford Rackham Pre-school

Held on \_\_\_\_\_

Date to be reviewed \_\_\_\_\_

Signed on behalf of the

Management Committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory \_\_\_\_\_