



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. Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 June 2016 also have a paediatric first aid certificate in order to be counted in the 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 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
-) Sterile dressings:
 - o Small x 3
 - o Medium x 3
 - o Large x 3
-) Composite pack containing 20 assorted (individually wrapped) plasters
-) Sterile eye pads (with bandage or attachment)
-) Crepe cotton bandage
-) Container of 6 safety pins
-) Alcohol free wipes
-) Sterile Eye Wash
-) Burns dressing
-) Guidance card as recommended by HSE

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

-) 2 pairs of disposable plastic gloves
-) 1 plastic disposable apron
-) Forehead Thermometer
-) Ice packs

-) Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed in the setting/made available to parents.
-) 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 our Recording and Reporting of Accident and Incidents Policy.

Legal Framework

-) Health and Safety (First Aid) Regulations (1981)

This policy was adopted by: Kate Sillett

Date: 28th January 2021

Date to be reviewed: 28th January 2022

Signed on behalf of the Provider: *K. Sillett*

Name of Signatory: Kate Sillett

Role of Signatory: Director

Initial Steps Ltd

16 Martins Lane, Brants Bridge, Bracknell, Berkshire, RG12 9EN
Company No. 08892649