



First Aid

Date updated: 11.09.2023

Persons responsible for checking and stocking first aid box: Charmaine Cayton and Kim Vernon

The setting provides care for children and promotes health by ensuring emergency and first aid treatment is given as required. There are also procedures for managing food allergies in a section of our health, safety, and hygiene policy.

1. Parents' consent to emergency medical treatment upon registration to start.
2. At least one person who has a current Paediatric First Aid (PFS) certificate is always on the premises and available when children are present, who regularly update their training; first aid certificates are renewed at least every three years.
3. All members of staff know the location of first aid boxes, the contents of which are in line with St John Ambulance recommendations as follows:
 - 20 individually wrapped sterile plasters (assorted sizes)
 - 2 sterile eye pads
 - 4 individually wrapped triangular bandages (preferably sterile)
 - 6 safety pins
 - 2 large, individually wrapped, sterile, un-medicated wound dressings
 - 6 medium-sized, individually wrapped, sterile, un-medicated wound dressings
 - a pair of disposable gloves
 - adhesive tape
 - a plastic face shield (optional)
1. No other item is stored in a first aid box.
2. Vinyl single-use gloves are also kept near to (not in) the box, as well as a thermometer.
3. There is a named person in the setting who is responsible for checking and replenishing the first aid box contents.
4. An ice pack is kept in the Pre-school fridge.
5. For minor injuries and accidents, first aid treatment is given by a qualified first aider; the event is recorded in the setting's Accident Record Book. Parents are asked to sign and are given a copy of the record at collection.

In the event of minor injuries or accidents, parents are normally informed when they collect their child, unless the child is unduly upset, or members of staff have any concerns about the injury. In which case they will contact the parent for clarification of what they would like to do, i.e., collect the child or take them home and seek further advice from NHS 111.

If the child has had an injury to the head the parent's will be called immediately to make them aware of the injury and to ensure the monitor their child for the next 48 hours.

Serious accidents or injuries

1. An ambulance is called for children requiring emergency treatment.
2. First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, Death of a child on Site procedure is implemented and the police are called immediately.
3. The registration form is taken to the hospital with the child.
4. Parents or carers are contacted and informed of what has happened and where their child is being taken to.
5. The setting manager arranges for a taxi to take the child and carer to hospital for further checks, if deemed to be necessary.

Recording and reporting

1. In the event of a serious accident, injury, or serious illness, the designated person notifies the designated officer using a Confidential Safeguarding Incident Report form as soon as possible.
2. The setting's line manager is consulted before a RIDDOR report is filed.
3. If required, a RIDDOR form is completed; one copy is sent to the parent, one for the child's file and one for the local authority Health and Safety Officer.
4. The trustees are notified by the setting manager of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care to be able to notify Ofsted and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, after consultation with the owners/directors/trustees, inform local child protection agencies of these events

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)

This policy was reviewed by Hanslope Pre-school on 11th September 2023

Date to be reviewed 11th September 2024

Signed on behalf of Hanslope Pre-school

B. Mudaliar

By Brittany Mudaliar

Chairperson on 23rd September 2023