

## **Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills**

At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings.

### **Health: Accident and Injury**

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. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.

## **First Aid Policy**

### **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 workers caring for young children in the absence of their parents and is appropriate to the age of the children being cared for. We have evidence of due diligence when choosing first aid training and ensure it meets the correct Paediatric First Aid Level.

### **Procedures**

The first aid kit - **should be accessible to adults and kept in a cool, dry place out of the reach of children.**

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
  - Small x 3
  - Medium x 3
  - Large x 3
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Alcohol-free cleansing wipes
- Sterile gauze swabs
- Sticky tape
- Crêpe rolled bandages
- Sterile eye pads (with bandage of attachment) e.g. No 16 dressing x 2.
- Sterile Saline Eye/Wound Irrigation Fluid
- Container of 6 safety pins x 1
- Guidance card as recommended by HSE x 1.
- Burn Dressing
- Face shields

- Disposable gloves

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.
- Roll of cling film for use on burns.

### Further Information

- 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 that has current PFA certificates is displayed in the setting in the reception area available to parents.**
- The named person '**Helen Bromley**' 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 their way to the hospital.
- Accidents and injuries are recorded on the accident record sheet, where applicable all accidents will be 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)

### Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2014)
- Basic Advice on First Aid at Work (HSE Revised 2017)
- Guidance on First Aid for Schools (DFE Revised 2014)