



St. Michael's Pre-school

Policies and Procedures

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 given time. We are trained in Paediatric First Aid.

Procedures

- The first aid kit contains the recommended items under current guidelines. Expiry dates are checked termly.
- Information about who has completed first aid training on the staff board in the entrance area and the location of the first aid box is provided to all our staff .
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- There is a named person, Lisa Willoughby, 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 inform parents/carers when they collect their child. If the child is unduly upset or we have concerns about the injury we will contact the child's parent/carer for clarification of what action they want to be taken.
- An ambulance is called for children requiring emergency treatment. We contact parents/carers immediately and inform them of what has happened and where their child has been taken.
- Parents/carers sign a consent form at registration allowing a member of staff to accompany 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. If this took us below the minimum ratio we would close the setting.
- 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)

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 (DfEE Revised 2014)

This policy was adopted by

St Michael's Trustee Committee

On

~~20th November 2019~~ 10th May 2022

Date to be reviewed

Every 2 years or as required

Signed on behalf of the provider

Hannah Cameron

Name of signatory

Hannah Cameron

Role of signatory (e.g. chair, director or owner)

Chairperson

Other useful Pre-school Learning Alliance publications

- Medication Information Record (EYA 2017)