



St. Michael's Pre-school Policies and Procedures

3.2 First aid

Policy statement

At St Michael's preschool we are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All permanent staff at St. Michael's preschool hold a valid Paediatric First Aid certificate and attend paediatric first aid training every 3 years. At least one adult with a current first aid certificate is on the premises, or on an outing, at any given time.

We feel it is important that in the event of an accident our staff have attended relevant training to deliver first aid. It is equally important that staff feel confident to administer first aid and seek professional help where necessary. Staff are trained to carry out the skills they have learned in a professional manner and to alleviate further stress by remaining calm and reassuring the child or adult who is injured.

The following procedures will be carried out following an accident at preschool:

- In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
- It will be established what happened, where and when.
- The member of staff dealing with the accident will complete an accident form. This will include details of the child's name, place of accident, staff member dealing with the accident, treatment given and parent's/carer's signature.
- 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.

In the case of a head bump:

- Inform the preschool manager.
- Contact the child's parents immediately by telephone. This conversation will be logged onto the accident sheet.
- Give parents the option to collect their child from preschool.
- The staff will closely monitor the child for the duration of the day and record the times and add any additional comments.
- Require the parents to sign an accident form to confirm they have been informed.

In the event of a serious accident staff will:

- 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.

First aid equipment:

- 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.
- A member of the team is responsible for checking and replenishing the first aid box contents.
- Medication is only administered in line with our Administering Medicines policy.
- A travel first aid kit is taken when in the play park and on outings.

All staff within the setting are made fully aware of preschool policy and procedure.

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

16th October 2024

Date to be reviewed

Every 2 years or as required

Signed on behalf of the provider

Victoria Pearmain

Name of signatory

Victoria Pearmain

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

Chairperson

Other useful Pre-school Learning Alliance publications

- Medication Information Record (EYA 2017)