**3.2 First aid**

**Policy statement**

In our setting staff are able to apply first aid treatment in the event of an accident involving a child or adult. All of our staff are first aid trained and when a new members of staff starts we aim to get them on a training course within the first 3 months, where possible.

***The First Aid Kit – preschool***

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 (revised 2013) and contains the following items:

* Sterile triangular bandages - x 4.
* Medium sterile dressings – x 6
* Large sterile dressings – x 2.
* Individually wrapped sterile plasters of assorted size.
* Sterile eye pads – x 2.
* Safety pins – x 6 or roll of microporous tape.
* Alcohol free moisture wipes – x 6.
* Pair of disposable plastic (PVC or vinyl) gloves – x 2.
* First Aid scissors – x 1.
* Mouth shield – x 1.
* A leaflet containing general advice on first aid.

***First aid kit for Adventure sessions:***

* A leaflet containing general advice on first aid.
* Individually wrapped sterile plasters of assorted size.
* Sterile Eye Pad- x1
* Medium sterile dressing- x2
* Large sterile dressing- x2
* Sterile finger dressing- x1
* Large sterile triangular bandages- x2
* Conforming bandages 5cmx4cm- x2
* Sterile wound dressing- x4
* microporous tape
* Safety pins- x6
* Alcohol free wipes- x10
* Disposable plastic gloves- x 10
* Mouth shield- x1
* 6 inch scissors- x1
* Foil Blanket- x1

The first aid kit may contain items in addition to this but will not contain any medicated products or products containing alcohol.

**Procedures**

* The first aid kit is easily accessible to adults. The position of the first aid kit is clearly signposted.
* A first aid kit is taken on all outings and visits.
* We have an **Administering medicines** policy setting out details of our procedure for the storage and administration of prescribed medicines.
* At the time of admission to the setting, parents' written consent for emergency medical advice or treatment is to be sought. Parents sign and date their written consent. This is included in our registration form.
* At the time of admission to the setting, parents give their written consent to allow staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary. Parents sign and date their written consent. This is included on our registration form. In the event that a child is taken to A&E all possible efforts will be made to ensure that parents are informed as soon as possible and are on their way to the hospital.
* 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 accident, we aim to inform the parents when they collect their child, however due to some other family members collecting we will try to contact the parents to inform them of the accident. If the child is really upset, it is an injury to the head or we have concerns about the injury we will phone the parents and ask them to collect their child where we feel is appropriate.
* If the child has an injury to the head or face or anywhere else that has resulted in a more serious form of first aid being given, but the child is able to remain at preschool, we will call the parent and explain what has happened and ensure that whomever collects at the end of the day signs the accident form. If needed a copy of the accident form can be sent to the parent via email or whats app.
* A head injury advice sheet link will be sent out via text message, this is from the NHS website.
* 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 if they are unable to get to the setting in time before the ambulance leaves the site.

* Accidents and injuries are recorded on paper and accidents are notified to the Health and Safety Executive, Ofsted and local child protection agencies in line with our other policies if necessary.
* We keep a copy of the practical Paediatric first aid guide for staff to refer to if they need to.
* <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057949/Tick_awareness_A5_leaflet.pdf> this link is an information guide on tick removal.

**Legal framework**

* Health and Safety (First Aid) Regulations 1981 (revised 2013)

**Further Guidance**

* First Aid at work : Your questions answered (HSE 1997)
* Basic Advice on First Aid at work (HSE 2006)

## **This policy was adopted at a meeting of Woolston and Woolston Adventure Pre-Schools held on 14 Nov 2016**

## Last Reviewed: October 2023

## Nominated person and Chair of the committee

Name

Date

Signature:

**Woolston Preschool manager**

Name Gemma Woodward

Date

Signature