

# FIRST AID POLICY

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 infants and young children. We aim to ensure that first aid training is local authority approved and is relevant to adults caring for young children.

The First Aid boxes are kept on a shelf by the back door which is easily accessible to adults but is out of reach of children.

## Contents of First Aid Kits

In the classroom we have two First Aid Boxes one for the children and one for adults

**The ADULT first aid kit should have as minimum the following items:**  
**a leaflet giving general guidance on first aid**

**Contents list**

**20 individually wrapped sterile plasters (assorted sizes),**

**20 individually wrapped Assorted Blue Plasters (for use when preparing food)**

**2 eye pads;**

**4 individually wrapped triangular bandages**

**6 safety pins;**

**1 large (18cm x 18cm) sterile wound dressings;**

**3 medium-sized (12cm x 12cm) sterile wound dressings**

**2 eye patches**

**1 pair of disposable non latex gloves**

*Additional items*

*1 packet of Saline Wound Cleansing Wipes 2 small plastic bags*

*Scissors with rounded ends*

*Resusi Face Shield*

*2 Crepe Rolled Bandages*

*Cold/Hot Pack (Kept in fridge)*

*Medichill Cold Pack ( Kept in Freezer)*

*Emergency Foil Blanket*

**The CHILDREN'S first aid kit should have as minimum the following first aid items**

**Leaflet giving general guidance on first aid Contents list**

**10 Adhesive dressings (plasters) of assorted sizes and hypo-allergenic**

**3 Medium wound Dressings (12cm x 12cm)with bandage attached**

**1 Large wound dressing (18cm x 18 cm) with bandages attached**

**3 Small wound dressings (Finger Bandages)**

**2 eye pads**

**2 Triangular Bandages**

**6 Safety Pins**

**1 Disposable non-latex gloves**

*Additional items*

*! packet of Saline Wound Cleansing Wipes*

*2 Small plastic bags*

*Scissors with rounded ends*

*Resusi Face Shield*

*2 Crepe Rolled Bandages*

*Head Thermometer*

*Cold/Hot Packs (Kept in fridge)*

We also have a First Aid Travel Bum Bag for taking on outings. The contents of which are:

First aid Guidance Leaflet, Contents List, Medium Sterile Dressing x 1, Large Sterile Dressing x 1, Burn Cool Non adherent dressing x 1, Micro-porous Tape, Triangular Bandage x 1, Eye Pad x 1, Saline Wound Cleansing Wipes, Safety Pins x 6, Eye Wash x 1 bottle, Conforming bandages (Crepe) x 1, Tough Cut Shears, Disposable non-latex gloves, Emergency Foil Blanket, Small plastic bags x 2

- Information about who has completed first aid training and the location of the first aid box is provided to all staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed in the setting.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- There is a named person - Julie Hinks - 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 on their way to the hospital.
- Parents on the registration form advise us of any allergies their child has to plasters and give consent for use of plasters.
- 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 (DfE Revised 2014)

Reviewed February 2020