

Staff Qualifications, Training, Support and Skills

First aid



Policy statement

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. We aim for all of our staff to hold first aid certificates and at least two members of staff with current first aid training 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 staff caring for young children.

Procedures

The First Aid Kit

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

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
 - a) Small 5 cm x 3
 - b) Medium x 3
 - c) Large x 3
- Composite pack containing 20 assorted (individually-wrapped) plasters.
- Sterile eye pads (with bandage or attachment).
- Container or 6 safety pins.
- Guidance card as recommended by HSE.

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.
- The first aid box is easily accessible to adults and is kept in the kitchen, out of the reach of children. An additional 'top-up' box is locked away.
- Contents are checked on a termly basis and the check sheet record is signed to ensure that stock levels and contents are correct and in date.
- No un-prescribed medication is given to children, parents or staff.

- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
- A list of staff and volunteers who have current PFA certificates is made available to parents.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Further guidance

- First Aid at Work: Your questions answered (HSE 2014)
www.hse.gov.uk/pubns/indg214.pdf
- Basic Advice on First Aid at Work (HSE 2012)
www.hse.gov.uk/pubns/indg347.pdf

Guidance on First Aid for Schools: A Good Practice Guide (DfEE)

www.teachernet.gov.uk/doc/4421/GFAS.pdf

Other useful Pre-school Learning Alliance publications

- Medication Record (2010)

Authorisation & Review

This policy was adopted at a meeting of	Wroughton Preschool
Held on	_____
Date to be reviewed	Yearly at AGM
Signed on behalf of the management committee	_____
Name of signatory	_____
Role of signatory (e.g. chair/owner)	Chairperson
