

First aid

Policy statement

At Chestnut Playgroup, staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises or on an outing at any one time. Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 June 2016 also have a paediatric first aid certificate in order to be counted in the adult:child ratios. 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.

The first aid kit

Our first aid kit is accessible at all times, complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items:

- Leaflet giving general advice on first aid.
- Protective face shield for performing CPR x1.
- Individually wrapped sterile adhesive plasters of assorted size x 20.
- Sterile eye pads x2.
- Triangular bandages, individually wrapped x 4.
- Wound dressings, individually wrapped and sterile:
 - Medium x 6.
 - Large x 2.
 - 'low-adherent' 5cm x 5cm x 5.
 - 'low adherent' 12cm x 12cm x 5.
- Roll of hypo-allergenic tape x 1.
- Disposable gloves x 3.
- Pair of scissors with rounded ends x 1.
- Sterile gauze swabs (packs of 5) x 10.
- Finger bandage and applicator x 1.

In addition to the first aid equipment, a supply of ice is kept in the freezer and the kit also contains the following equipment:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- An ear thermometer.

Procedures

- 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 listed in foyer.
- The first aid box is easily accessible to adults and is kept out of the reach of children.

- The first aid box and equipment is kept clean, replenished and replaced as necessary with sterile items sealed in their packages until needed.
- No un-prescribed medication is given to children, parents or staff.
- At the time of admission to the playgroup, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- 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.
- 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 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DfEE)

Policy adopted: September 2011

Last reviewed: March 2019

Name

Position

Signed:

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