

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

At least one person who has a current paediatric first aid certificate is on the premises at all times when children are present, and must accompany children on outings.

Health

The provider must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment.

3.2 First Aid

Policy statement

Thurton & Ashby St. Mary Pre-school 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 practitioner (more usually two) with a current paediatric first aid certificate 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 must also have a paediatric first aid certificate in order to be counted in the adult:child ratios.* The paediatric first aid qualification includes first aid training for infants and young children, training on using a Defibrillator and using Auto-Injection Pens and is updated by staff every three years. We have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

Procedures

The first aid kit

Our first aid kit is accessible at all times and contains the following items

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
 - Small x 3, Medium x 3, Large x 3
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2
- Guidance card as recommended by HSE x 1
- 2 pairs of disposable plastic (PVC or vinyl) gloves
- 1 plastic disposable apron
- A children's forehead 'strip' thermometer
- A pair of tweezers to remove protruding splinters only

Defibrillator

Our nearest Defibrillator is situated on the outside wall at Thurton Foundry adjacent to Loddon Road, Thurton. *Directions – cross the A146, first left onto Loddon Road then on the left at the Foundry.*

- **Ring 999 with details of the location.**
- **A code number will be given to open the container to access the Defibrillator.**
- **Turn the Defibrillator on by pressing the green button and follow its instruction.**

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- Information about who has completed 12 hour Paediatric First Aid training and the location of the first aid box is provided to all our staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed in the setting and made available to parents.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- Our named person in the setting who is responsible for checking and replenishing the first aid box contents is Judith Jackson, early years practitioner, who checks and records contents with use by dates and signs when this is completed, usually at the beginning of each term and when necessary.
- 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.
- A committee member with an Enhanced DBS check is telephoned so the child's key person can go with them in the ambulance and ratios are not disrupted in the setting.
- 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.
- 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.
- Practitioners reflect on accidents and injuries to see if they need to do anything differently.

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)

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- Guidance on First Aid for Schools (DfEE)

Other useful Pre-school Learning Alliance publications

- First Aid Management Record (2016)
- Medication Administration Record (2015)

This policy 3.2 was adopted at a meeting of Thurton & Ashby St. Mary Pre-school

Held on

Signed by Chairperson