



FIRST AID POLICY

SMARTIES PRE SCHOOL & OUT OF SCHOOL CLUB

POLICY STATEMENT

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.

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 have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

Our nominated staff member who oversees the First Aid Procedure and ensures that the First Aid Box is kept up to date and fully stocked is Tracy Johnson.

Procedures

Our first aid kit is accessible at all times. A checklist of items for the first aid box including bandages, eye pads, plasters etc. can be found on the box itself.

- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers.
- Information on which staff and volunteers have current PFA certificates is displayed on the staff poster located in our foyer, rear door and disabled toilet).
- We book all child based staff onto a Paediatric First Aid Course as part of their induction (and book the earliest available date).
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- There is a nominated staff member 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. If the parent isn't on site when the ambulance arrives, a Smarties staff member will accompany the child in the ambulance.
- 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.



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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)

This policy was adopted on:

07/06/2023

Date to be reviewed:

17/06/2025

Name of signatory:

Victoria Hutter

Role of signatory:

Chairman of the Committee

Signed:

07/06/2023