

**Safeguarding and Welfare Requirement: Staff qualifications, Training, Support and Skills**

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

**Health, accident or injury**

Providers 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.



**Accidents and First Aid**

**Policy Statement**

We aim to take action to apply 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 that achieved an early years qualification at level 2 or 3 on or after 30<sup>th</sup> 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.

Langham Pre-School has valid Public and Employer’s Liability Insurance cover.

**EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners	3.2 Supporting every children	
1.4 Health and well-being	2.4 Key person	3.4 The wider context	

**Procedures**

- Our First Aid kit contents complies with the Health and Safety (First Aid) Regulations 1981. <http://www.hse.gov.uk/firstaid/index.htm>

- 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 who have current Paediatric First Aid certificates is displayed in the setting.
- The first aid kit is clearly marked and is easily accessible to adults and is kept out of reach of children.
- A first aid box is taken on all outings.
- **Maria Bukovenczki** is the named person in the setting who is responsible for checking and replenishing the first aid box contents.
- Sterile items will be kept in their packages until needed.
- Cuts or open sores whether adults or children, will be covered with sticking plaster or other dressing. Parents are requested to indicate on their child's registration form, if their child is or is not allergic to plasters or any other dressings.
- Medication is only administered in line with our Administering Medicines Policy.
- Staff are aware of any child's special dietary requirements / allergies and a list is kept on the kitchen door for easy reference
- 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 taken them to their own GP.
- An accident form is completed whenever a child has a bump or injury that requires treatment (including a cold compress) with the date, time, details of the accident, first aid treatment administered and signed by a staff and witness.
- Parents sign a consent form at registration allowing for appropriate medical advice/assistance to be sought (GP or hospital) where necessary.

## Emergency Procedure

1. Access situation – secure from danger remove other people.
  2. Treat injury – perform any treatment necessary.
  3. If necessary – call assistance (doctor or ambulance)
  4. Inform parents – either by ringing or at the end of the session, according to the severity of the incident
- ANY SERIOUS ACCIDENT/INJURY WILL BE REPORTED TO THE HEALTH & SAFETY EXECUTIVE (RIDDOR), 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 (DfEE Revised 2014)

This policy was adopted at a meeting of Langham Pre-School held on: **26<sup>th</sup> March 2019**

Signed on behalf of the Management Committee:-

.....Chairperson Nahida De Leon Date .....

..... Manager Maria Bukovenczki Date .....

Date to be reviewed: **March 2020**