

## 3.2 First aid

### Policy statement

Bolney Under Fives 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. It is our aim that all practitioners hold relevant up to date first aid training. 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 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.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.

In addition, the following equipment is kept near to the first aid box:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.
- A suitable cold pack.
  
- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- It is the responsibility of all staff to ensure the first aid box is regularly checked and replenished, and a log of this will be kept as part of our standard safety checks, overseen by officers of the committee.
- Medication is only administered in line with our Administering Medicines policy. No un-prescribed medication is given to children, parents or staff.
- 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.
- 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.

### 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)

This policy was amended and adopted at a meeting of Bolney Under Fives

Held on	<hr/> 24/03/2014 <hr/>
Date to be reviewed	<hr/> 24/03/2016 <hr/>
Signed on behalf of the management committee	<hr/>
Name of signatory	<hr/> Mrs Sarah Josling <hr/>
Role of signatory (e.g. chair, director or owner)	<hr/> Chair <hr/>

### Other useful Pre-school Learning Alliance publications

- Medication Record (2013)