

3.2 First aid

Policy statement

Hempstead Pavilion Playgroup Ltd is 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.

Procedures

The first aid kit

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

Triangular bandages x 3.

- Sterile dressings x 6
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Blue Detectable Plasters x 20
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.
- Sterile plastic tweezers
- Hypoallergenic Micropore tape
- Sterile dressing x 10
- Crepe Bandages various sizes x 6
- Finger stalls bandages x 6
- Surgical gloves x 4
- Resuscitation/flat face masks x 2
- Saline Steripods x 5
- Forehead thermometer x 1
- Digital thermometer x 1
- Eye pads x 2
- Moist wipes x 10
- Steristrips x 2
- Scissors x 1
- Foil blankets x 1
- Bodily fluid pack x 2

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 supply of cold packs are kept in the fridge

- Information about who has completed 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 on the information board by the entrance.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- Joanne Jarrett is the named person in the setting who is responsible for checking and replenishing the first aid box contents/ I regularly check and replenish 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.
- 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)

This policy was adopted by

Hempstead Pavilion Playgroup Ltd

On

25th May 2018

Date to be reviewed

31st July 2019

Signed on behalf of the provider

Name of signatory

Joanne Jarrett

Role of signatory

Director