

## 3.2 First aid

### Policy statement

Mulberry Pre-School is able to take action to apply first aid treatment in the event of an accident involving a child or adult. As most of our staff have current first aid certificates there is always more than one person on the premises with a first aid certificate as well as on outings 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. First aid training is updated every three years.

### Procedures

#### *The first aid kit*

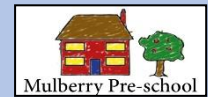
Our first aid kit is accessible at all times and contains the following items:

- 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) 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 digital head thermometer.
  
- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers.
- Our first aid box is located in the kitchen and is easily accessible to adults and is kept out of the reach of children.
- A first aid box is taken on all outings.
- **Sarah Trayhorn** is the named person 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.

**Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills**  
**3.2 First Aid**



- 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.
- Parents also sign a consent form at registration to allow a member of staff to administer first aid on their child and allergies are noted down e.g. to plasters.
- 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 (policy number 6.3).

**Important Numbers:**

Ofsted	0300 123 1231
Local authority children’s social care team (Hampshire Safeguarding Children Partnership)	0300 555 1384
Local authority environmental health department (Test Valley)	01264 368000
Health and Safety Executive	0300 003 1747
<b>Named person for checking the first aid box is:</b>	<b>Sarah Trayhorn</b>

This policy was adopted by:	<b>Mulberry Pre-School</b>
On (date):	1 September 2020
Date to be reviewed:	June 2021
Signed on behalf of the provider:	George
Name of signatory:	<b>Georgina Stevens</b>
Role of signatory:	<b>Chair</b>