



# Scalliwags Pre-School CIO

## Promoting Health and Hygiene

### First Aid

#### **Policy Statement**

In our setting staff are able to act 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. The first aid qualification includes first aid training for infants and young children.

The Executive Manager ensures that training is kept up to date and retains records of training. The Early Years Manager maintains the first aid box, ensuring that there are adequate supplies at all times.

Accidents and incidents are reported and recorded in line with legislative requirements.

#### **Procedures**

PFA training must be renewed every three years and be relevant for workers caring for young children.

The Setting takes into account the number of children, staff and layout of the premises to ensure that the paediatric first aider present is able to respond to emergencies quickly.

The Setting makes available to parents staff PFA certificates or a list of staff who have a current PFA certificate.

#### **The First Aid Kit:**

- Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981. All members of staff know the location of First Aid boxes, the contents of which are in line with St John's Ambulance recommendations as follows:
- 20 individually wrapped sterile plasters (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)



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- 6 safety pins
- 2 large, individually wrapped, sterile, un-medicated wound dressings
- 6 medium, individually wrapped, sterile, un-medicated wound dressings
- a pair of disposable gloves
- adhesive tape
- a plastic face shield (optional)
- No other item is stored in a First Aid box.

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- An ice pack is kept in the kitchen fridge.

The first aid box is easily accessible to adults and is kept out of the reach of children. No un-prescribed medication is given to children, parents or staff without written consent and following the Policy: Administering Medicines. At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval. Parents sign a consent form at registration giving staff permission to authorise any necessary medical treatment on their behalf, in the event that parents/carers cannot be contacted.

## **Serious Injury**

If an injury to a child or colleague is serious, call 999 immediately, the child should not be transported in a private vehicle.

Any necessary first aid treatment will be given by a first aid trained member of staff present.

The Early Years Manager and Executive Manager will be informed.

Whilst waiting for the ambulance the parent and carer will be contacted and meeting will be arranged.



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The child's key person or replacement for that day must accompany the child, collecting all the relevant forms and medication.

Staff will be redeployed to ensure that there is adequate ratio for the remaining children.

Remaining calm is paramount at all times, and ensuring that the incident is communicated appropriately to other children present whilst giving the right level of comfort.

The accident procedure is followed for recording and reporting serious injury.

Ofsted will be notified where there is a serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification will be made as soon as reasonably practicable, or at least within 14 days of the incident occurring. Local child protection agencies will also be notified, and their advice will be acted upon.

## **Minor Injury**

If the injury is minor, it will be treated by one of the first aid trained staff present. That member of staff will assess the situation and consider whether further treatment is required.

The Early Years Manager will be informed, as well as the person in charge if this is not the Early Years manager.

The accident procedure will be followed for the recording and reporting of minor incidents.

In the event of minor injuries or accidents, parents are normally informed when they collect their child, unless the child is unduly upset or members of staff have any concerns about the injury. In which case they will contact the parent for clarification of what they would like to do, i.e. collect the child or take them home and seek further advice from NHS 111.

Anyone caring for a child who is injured must always wash their hands before and after dealing with the incident.

## **Dealing With Blood**

Extra precautions must be taken if the injury involves wounds which break the skin since some conditions such as Hepatitis or HIV Virus can be transmitted via blood.



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Therefore, special care must be taken when cleaning wounds etc. Through use of gloves, wiping up any spillage with sterilising fluid. Anything used must be immediately disposed of in a same manner.

If the wound is caused by an object, such as broken glass, special care must be taken when cleaning after the incident and disposing of any contaminated waste.

This policy was adopted at a meeting of		
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory		