

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

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

Health

Providers must ensure there is a first aid box accessible at all times with appropriate content for children. Providers must keep a written record of accidents and injuries and first aid treatment.



12. First aid

Ducklings pre-school policy statement

Ducklings pre-school staff 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. Newly qualified staff who achieved an early year's 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 (ideally sterile) x 4.
- Sterile dressings:
 - Small x 3.
 - Medium x 3.
 - Large x 3.
- Composite pack containing 20 assorted sizes, hypoallergenic, individually, wrapped plasters x 1.
- Sterile eye pads with attachment dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card x 1.

In addition to the first aid equipment, our box is supplied with:

- 2 pairs of disposable plastic gloves.
- 1 plastic disposable apron.
- Sterile gauze pads x 5
- Sterile water pods x 2
- A Digital ear thermometer is kept in the cupboard next to the first aid box.
- A supply of ice is kept in the freezer.
- Cold gel pack is 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 paediatric first aid certificates is displayed on the cupboard door next to the nappy changing area, above the sign for the first aid box.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- Maria Bell is the named person in the pre-school 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.
- Parents sign a consent form during registration allowing a member of staff to accompany 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 Children's social care in line with our Recording and Reporting of Accident and Incidents Policy.

Legal framework

- Health and Safety (First Aid) Regulations (1981) (Amended 2018)

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2015)
- Basic Advice on First Aid at Work (HSE Revised 2017)
- Guidance first aid in schools, early years and further education (DfE Revised 2022)
- First Aid Management Record (Pre-school Learning Alliance 2016)
- Accident Record (Pre-school Learning Alliance 2019)
- Medication Administration Record (Pre-school Learning Alliance 2019)

This first aid policy was adopted by	NGCA Ducklings pre-school
On	27 th March 2023
Date to be reviewed	26 th March 2024
Signed on behalf of the management committee	
Name of signatory	Tristan Woolfenden
Role of signatory	Chairperson