



SCALLYWAGS PRE-SCHOOL, HALWILL

FIRST AID POLICY

Policy statement

We will take action to apply first aid treatment in the event of an accident involving a child or adult. At Scallywags Pre-School, we aim for all our staff to hold a Paediatric First Aid Qualification but, as a minimum, we will have at least one adult with a current Paediatric First Aid certificate to be on the premises, or on an outing, at any one time. The first aid qualification includes first aid training specifically for infants and young children. We have evidence of due diligence when choosing first aid training and ensure that it is relevant for 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:

- Disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer and a digital thermometer.
- Face masks
- A supply of ice and/or ice packs/cool gel pads are kept in the fridge/freezer.

Further information

- 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 in the setting.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- There is a 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.
- If a child incurs a head injury, a head injury information leaflet will be provided to give the parent/carer advice on immediate aftercare.
- For any child who has a long-term medical need a Risk Assessment and a Health Care Plan will be completed and kept with the child's confidential records. All staff will be aware of what this record contains and where to find it.
- An ambulance will be called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened.
- There is a defibrillator located in the outer porch of the Village Hall that may be collected and used by staff if deemed necessary.
- Accidents and injuries are recorded in our accident record book and, where applicable, notified to the Local Authority, the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.

This policy was adopted at a meeting of Scallywags Pre-School held on 31st January 2022

Signed on behalf of Scallywags Pre-School

Position on Committee

If you require clarification of any part of this policy, please speak to the Administrator.