

## 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

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

## 3.2 First aid and Fire Marshall

### Policy statement

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least two practitioners with a current first aid certificate are in the pre-school, 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. Short walks and visits to local areas in small groups will have a minimum of one qualified first aider. The first aid qualification includes first aid training for infants and young children. We use St John's Ambulance to deliver our first aid training. The pre-school have two designated Fire Marshall's.

### Procedures

#### *The first aid kit*

Our first aid kit is located in the blue cupboard its location is identified by a symbol and is accessible at all times. It contains a minimum of the following items [please adjust the list to include anything else which is deemed necessary]:

- Triangular bandages one of which will be sterile x 4.
- Sterile dressings:
  - Small x 3.
  - Medium x 3.
  - Large x 3.
- 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
- A children's forehead 'strip' thermometer.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.

Disposable gloves and disposable aprons are located in both sets of toilets.

- Information about who has completed first aid training and the location of the first aid box is provided to all our practitioners and volunteers.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- Susan Michel 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.
- A list of staff and volunteers who have current PFA certificates are displayed in the training file and is available to parents
- Parents sign a consent form at registration allowing a practitioner 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 books 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.
- Two staff will complete Fire Marshall training to provide and conform to safety standards within the pre-school.

### **Legal framework**

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

### **Further guidance**

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DfEE)

Policy adopted on 1/6/15 Amended 18/5/18

Signed on behalf of Bagshot Pre-school Susan Michel

Role within the Pre-school Manager