Little Kenelm's Pre-School at OLSK

"Bringing out the best in everyone, for the benefit of all, in the Spirit of Christ."

First Aid Policy

First aid Policy statement: In Little Kenelm's 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 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. We aim to ensure that first aid training is local authority approved and is relevant to adults caring for young children.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child 3.4 The wider context	

Procedures:

Our first Aid Kit is accessible at all times and complies with the Health and Safety (First Aid) Regulations 1981.

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/made available to parents.

The first aid box is easily accessible to adults and is kept out of the reach of children.

All resources are checked at least termly and restocked as necessary.

Suzanne Ray is our named person responsible for checking and replenishing the first aid box contents.

Medication is only administered by a member of SLT and in line with our Medicines in school policy.

No non-prescribed medication is given to children, parents or staff.

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 allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Information about each child's specific medical needs is held in a medical book in a locked cupboard. A child's individual section of the book will go to A and E with the child.

When giving First Aid, staff will take the following precautions;

o Wash hands before giving treatment & put on gloves
o Cover cuts or sore areas with a waterproof plaster
o Wash hands when finished and dispose of any waste
o If dealing with more than one child, wash hands in between treating each one
o Wear disposable gloves and an apron if necessary
o Use paper towels for mopping up spills
o Disinfect the area in which any spills have occurred using cloths which should then be disposed of
o Wrap up soiled clothing for child to take home

When treating a child;
o Never leave a child alone
o Cuts, grazes etc should be cleaned with an antiseptic wipe and water
o Cover the wound with an appropriate plaster or bandage
o 'Bumped heads' or other significant bumps or knocks should be treated by applying an ice pack for 10 minutes. The child should be monitored for the rest of the session and the person collecting them informed and a signature obtained to confirm they have been made aware of the injury. If the child has suffered from a significant head injury the person collecting them will be given a head injury form.

o Do not try to remove splinters
o Drinking water only should be used for washing eyes

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.

Legal framework:

Health and Safety (First Aid) Regulations (1981)
First Aid § 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 created by: KMallin

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