



Pre-School and Nursery

First Aid Policy

Approved by: Nick Gregory, Owner

Signed:

Date: 24th May 2023

Review Date: 24th May 2024

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 one adult with a current first aid certificate is on the premises, or on an outing, at all times. 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

- We have several first aid kits which are accessible at all times. In the building, these are located in the Office, Staff Room, Kitchen and Downstairs Toilet. Our First Aid Kits are British Standard compliant designed for 25-100 person workplaces and are checked and restocked regularly

In addition we have

- Plastic disposable aprons.
- A children's thermometer.
- Cool Packs (kept in the fridge) x 2.

- 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 boxes are 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 regularly check and replenish.
- 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.
- Accidents and injuries are recorded on our accident record forms and records are also held electronically, 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)

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2015)
- Basic Advice on First Aid at Work (HSE Revised 2012)
Guidance on First Aid for Schools (DfE Revised 2014)

This policy was adopted by Little Munchkins on 24/05/2023

Signed on behalf of Little Munchkins:

Nick Gregory, Owner

Next review date: 24/05/2024