

Bramfield Stepping Stones Pre-School First aid Policy

Policy statement

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All three members of staff hold current first aid certificates (Paediatric 12 hour). 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 located in the kitchen cupboard marked with a green First Aid Cross and is accessible at all times. Information about who has completed first aid training and the location of the first aid box is provided to all our. A list of staff and volunteers who have current PFA certificates is under staff qualifications in the foyer.

- The first aid box is easily accessible to adults and is kept out of the reach of children.
- There is a named person (Anna Frost) in the setting who is responsible for checking and replenishing the first aid box contents. (The box contains a stock sheet with quantities and expiry dates).
- 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 at registration allowing a member of staff 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 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 Policy

This policy was reviewed by

Bramfield Stepping Stones Pre-school

On

11/11/2018

Date to be reviewed

10/11/2019

Signed on behalf of the provider

Name of signatory

Ian Norman

Role of signatory (e.g. chair, director or owner)

Chair

Signed by setting Supervisor

Signed by Deputy Supervisor