



First aid

Stretton Pre-School, will take action to provide first aid treatment in the event of an accident either involving a child or adult. We have a first aider on the premises or outing at all times - who holds a current Paediatric first aid certificate that is local authority approved. (It is our aim that all staff are first aid trained)

Procedures

Our first aid kits:

We have a first aid kits accessible at all times and contains:

- Triangular bandages x 4
- Sterile dressing - 3x small, 3x medium, 3x large
- Composite pack containing 20 assorted (individually-wrapped) plasters
- Sterile eye pads (with bandage or attachment) x2
- Container of 6 safety pins x1
- HSE guidance card x1

In addition to this we keep:

- 2 pairs of disposable gloves (all staff are to keep gloves on them at all times)
- 1 plastic apron
- A children's forehead 'strip' thermometer
- An ice pack, kept in the fridge
- Instant ice pack for use on outings or where it is not possible to leave the child to get to fridge
- Micropore tape
- Saline solution

- Information about first aiders is displayed within the setting and in the location of the first aid box

- The first aid box is easily accessible to adults and kept out of reach of children (Fourfields first aid box is blue and located in the kitchen)

- The named person for checking the first aid boxes is : Natasha Bassett (Fourfields) and Penny Correa (Main St)
- Medication is only administered in line with the settings Administering Medicines Policy
- See also our 'Anaphylaxis & Epi Pen' policy for children identified as at risk from anaphylaxis.

Minor accidents and injury:

1. The first aider on the premises will administer first aid
2. The accident/injury will be recorded on the accidents form for children and the accident book for adults - parents may be called if the first aider feels this is needed.
3. The accident/injury form will be signed by a senior member of staff
4. The accident / injury form will be counter signed by a member of management (supervisor/deputy/room leader)
5. When parents come to collect, the forms is explained to the parents, they are asked to sign and a copy given to parents
6. In the event that the accident if not handed over - a senior member of staff is to phone the parents and inform them via telephone - this recorded on the form and parents are requested to sign when they are next in.

Major accidents and injuries:

1. The first aider on the premises will take charge in the situation and direct what should be done - the first aider will administer immediate first aid
2. Should the child/adult need to attend the hospital for emergency medical treatment - the first aider and key person will accompany the child (taking the child's records) - the supervisor/deputy will contact the parents immediately and inform the parents what has happened and where the child has been taken.
3. Once the parents have arrived at the hospital and have taken responsibility for the child - the first aider and key person are to return to the setting and complete an accident/injury form.

General:

- Parents sign a consent form at registration allowing Stretton Pre-school 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 on accident forms for children and in the accident book for adults - where needed we shall notify Health and Safety Executive, Ofsted and/or local child protection agencies and RIDDOR (in line with Recording and Reporting of Accident and Incidents Policy)

This policy was adopted by

Stretton Pre-School

On

6 October 2016

Date to be reviewed

Annually

Signed on behalf of the provider

Name of signatory

Sarah Morris

Role of signatory

Chair person