

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.

First aid



Policy statement

At Hopscotch Playgroup 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. 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. 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 contains the following items:

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
 - a) Small x 3.
 - b) Medium x 3.
 - c) Large x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) eg No 16 dressing x 2.
- Container of 6 safety pins.
- Guidance card as recommended by HSE x 1.

In addition to the first aid equipment, the box also contains:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron

- A children's forehead 'strip' thermometer and a digital ray thermometer
- A supply of ice/a cold pack is kept in the freezer

- The first aid box is 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.
- Information about who has completed first aid training and the location of the first aid box is provided to all staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed at Hopscotch.
- Unless in an emergency no un-prescribed medication is given to children, parents or staff. 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.
- 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.
- 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)

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2015)
www.hse.gov.uk/pubns/indg214.pdf

- Basic Advice on First Aid at Work (HSE Revised 2012)
www.hse.gov.uk/pubns/indg347.pdf
- Guidance on First Aid for Schools (DfE revised 2014)
www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

This procedure was formally a part of the Health and Safety policy and, as such, was adopted at a board meeting of Hopscotch Playgroup, held on the 16th August 2006. It was reviewed and updated on the 17th March 2009 and the 25th January 2011.

It was adopted in this format on the 20th March 2012.

Reviewed 11th March 2014

Reviewed 18th March 2015

Reviewed 15th March 2016

Reviewed and amended 24th June 2017

Reviewed and amended 20th March 2018

Reviewed 18th March 2019