

St Matthew's Preschool Policy

3.1 First aid

Policy statement

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All staff working in direct contact with children attend First Aid Training resulting in a first aid qualification lasting 3 years. Staff are requested to attend training as soon as possible after their employment commences, or to join present staff when their qualifications need updating if this is deemed more appropriate. At least one member of staff with a first aid qualification 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.

Procedures

The first aid kit

Our first aid kit is accessible at all times, complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items:

- Triangular bandages
- Sterile dressings in a variety of sizes.
- Composite pack containing assorted (individually wrapped) plasters.
- Sterile eye pads (with bandage or attachment).
- Container of safety pins.
- Guidance card as recommended by HSE.

Mrs Amanda Rees is responsible for restocking the first aid kit which is checked regularly.

In addition to the first aid equipment, the following should be supplied:

- Disposable gloves.
- Plastic disposable apron.
- A children's forehead 'strip' thermometer.
- Peas and cold packs kept in freezer to be applied using towel.

All first aid administered is to be documented in the accident/incident book, witnessed and signed, parents/carers to sign upon collection of child to indicate that they have been made aware of any treatment given. Documents are kept in accordance to Ofsted/ Statutory Framework regulations.

- All staff administering first aid are to wear gloves; all contaminated dressings/wipes/gloves/etc are carefully disposed of.
- All children receiving first aid are monitored and if their condition deteriorates further medical advice will be sought and a parent contacted.
- The first aid box is easily accessible to adults.
- No un-prescribed medication is given to children.

- Parents sign a consent form at registration allowing staff to take their child by ambulance 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. The Healthcare Professional will make decisions regarding treatment.

This policy was adopted at a meeting of

St Matthew's Preschool

Held on

(date)

Date to be reviewed

(date)

Signed on behalf of the management committee

Name of signatory

Role of signatory
