

Rainbow Pre-School & Extended Services



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 staff are paediatric first aiders (PFA), who regularly update their training. A staff member with PFA training will always accompany children on outings. We consider the number of children, staff, staff breaks and the layout of our setting to ensure that a paediatric first aider is always available and can respond to emergencies. We ensure that the training provider who delivers PFA training to our staff are competent.

Students and trainees with PFA training may be included in ratios at the level below their level of study if we are satisfied that they are competent and responsible.

The first aid qualification obtained by staff is a 12 hour paediatric training for infants and young children. We ensure that first aid training is local authority approved and is relevant to adults caring for young children.

Procedures

The first aid kit

First aid kits are stored in an accessible manner (but out of the reach of children) whilst the premises is open in the following areas:

West Site – Quiet Room, The Hub, The Children’s Kitchen, The Staff Room and Cabin.

East Site – Butterflies Room, Caterpillars Room, the all-weather section of the garden, children’s bathroom, staff cabin.

The kits contain the items recommended by HSE and St Johns Ambulance, a list of contents is provided inside each first aid kit. In addition a smaller daily kit contains:

- 20 individually wrapped sterile plasters (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 2 large, individually wrapped, sterile, un-medicated wound dressings
- 6 medium, individually wrapped, sterile, un-medicated wound dressings

- a pair of disposable gloves
- adhesive tape
- a plastic face shield (optional)
- No other item is stored in a First Aid box.
- A supply of ice packs are kept in the freezer
- Information about who has completed first aid training and the location of the first aid box is provided to all staff and volunteers and is displayed in the main entrances.
- The first aid boxes are checked on the first working day of each month and replenished or replaced as necessary. This is recorded on the Duty Managers Daily Welfare Checklist for that day.
- Medication is only administered in line with Medication 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.
- Parents are informed of head bumps via telephone during the session, provided with details of the accident and asked if they would like to collect their child and seek medical advice.
- An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened, if the parent is unable to attend the setting immediately we will advise them where their child has been taken and send a member of staff with the child.
- Accidents, injuries and incidents are recorded in our accident record book, parents are informed about accidents at the end of the session and are required to sign the accident form. Parents/carers are provided with a copy for their records. Where applicable we notify the Health and Safety Executive, Ofsted, RIDDOR and/or local child protection agencies in line with government guidelines.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DfEE)

This policy was adopted by

Rainbow Pre-school & Extended Services

On

30th June 2016

Date to be reviewed by

21.11.25

Signed on behalf of the provider

H Adams

Name of signatory

Hannah Adams

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

Head of Teaching and Child Development