**3.2 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. At least one member of staff with current first aid training 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 (Paediatric first aid). We aim to ensure that first aid training is local authority approved and is relevant to staff caring for young children. We aim to have every member of the childcare staff team qualified in Paediatric First Aid; currently at this time XX staff hold current a first aid certificate.

We also have XX members of staff the hold the first aid at work.

All injuries knocks bumps or scratches will be taken seriously and children will always be offered comfort.

If any child or adult, experiences a knock, blow or bump to the head, they will be sat down, comforted and asked to rest. All such injuries will have a cold compress held to the head.

Signs of mild head injuries will be looked out for such as mild headaches, nausea, mild dizziness and mild blurred vision.

If any of the symptoms get significantly worse, or if the child is show signs of unconsciousness has a fit or a seizure or shows any signs of serious head injuries, the child will be taken to the most appropriate hospital. Please refer to - *If a child is in need of emergency care.*

**Procedures**

*The first aid kit*

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

* triangular bandages (ideally at least one should be sterile) x 4
* sterile dressings
* small x 3
* medium x 3
* large x 3
* composite pack containing 20 assorted (individually-wrapped) plasters x 1
* sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2
* container of 6 safety pins x 1
* guidance card as recommended by HSE x 1

In addition to the first aid equipment, each box should be supplied with:

* 2 pairs of disposable plastic (PVC or vinyl) gloves
* 1 plastic disposable apron
* a children’s forehead ‘strip’ thermometer
* the first aid box is easily accessible to adults and is kept out of the reach of children
* no un-prescribed medication is given to children, parents or staff
* at the time of each child’s admission to the setting, parents' written permission for obtaining 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.

**If a child is in need of outside emergency care:**

* the first aider or key person will phone the child’s parent / guardian or emergency contact
* if the injury or emergency requires an ambulance: a member of staff would accompany the child to the hospital meeting the parent / guardian or emergency contact at the hospital-the key person would ensure that the relevant information is passed to the person meeting the child at the hospital
* if the child is part of a care plan all relevant information would be collated by the senior practitioner and made ready for the ambulance services. All information would be taken to the hospital by the senior practitioner.

**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)
* First Aid at Work: Your questions answered (HSE 05/14)  
  [www.hse.gov.uk/pubns/indg214.pdf](http://www.hse.gov.uk/pubns/indg214.pdf)
* Health and Safety (First Aid ) Regulations (1981)
* Basic Advice on First Aid at Work (03/11)  
  <http://www.hse.gov.uk/pubns/indg347.pdf>
* Guidance on First Aid for Schools (DfEE)  
  <http://www.teachernet.gov.uk/_doc/4421/GFAS.pdf>

**Other useful Pre-school Learning Alliance publications**

* Medication Record (2010)

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