

First aid Policy

**Our Aim:**

To ensure that all staff at Fowlmere Playgroup are able to take action to apply first aid treatment in the event of an accident/injury involving a child or adult. Fowlmere Playgroup aims to ensure that **ALL** staff have received current/relevant paediatric First Aid training to meet the safeguarding and welfare requirements outlined in Early Year’s Statutory Framework.

The first aid qualification includes first aid training for infants and young children and will take 12 hours to complete. Staff will ensure that due diligence is taken when choosing first aid training and ensure that it is relevant to adults caring for young children and that it is recognised by Ofsted as a recognised paediatric first aid course for Early year’s practice. Training is to be renewed every 3 years to update staff’s knowledge and understanding; staff will ensure that their current certificate will be kept on site at all times and that renewal dates have been noted by the manager to ensure first aid qualifications are always up to date.

Fowlmere Playgroup will ensure that a list of staff and volunteers who have current PFA certificates are displayed in the setting/made available to parents.

**Procedures**

*The first aid kit*

Our First aid kit is accessible at all times and contains the following items [please adjust the list to include anything else which is deemed necessary]:

* 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.

In addition, the following equipment is kept near to the first aid box:

* 2 pairs of disposable plastic (PVC or vinyl) gloves.
* 1 plastic disposable apron.
* A children’s forehead ‘strip’ thermometer.
* A supply of ice is kept in the freezer or instant ice packs.

**Staffs responsibility:**

* That they are aware of where our first aid kit is stored and that it is kept out of reach from children
* There is a named person in the setting who is responsible for checking and replenishing the first aid box contents. **The responsible person of Fowlmere Playgroup is Verity Smith.**
* Medication is only administered in line with our Administering Medicines policy. **(Prescribed medication, detailing the dosage/frequency only)**
* Consent has be obtained from parents/carers of all children starting at the setting within their registration forms for emergency medical treatment to be given.
* 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 for medical advice/attention.
* 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 if unable to make it to the setting before the ambulance leaves.
* 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 Recording and Reporting of Accident and Incidents Procedures and EYFS statutory framework requirements.
* To work in partnership with parents/carers to increase knowledge of first aid treatment and care needed for children with specific medical conditions and needs.

**Parents Responsibility:**

* To inform staff of Fowlmere Playgroup of any medical conditions, allergies etc.… when completing registration forms prior to starting at the setting.
* To provide staff with up to date information and care plans if in place
* To ensure medication personal to the child’s medical needs is always kept with them at the setting when are present (such as epi pens, asthma pumps etc.…) and is checked regularly to see if it is in date.
* To inform staff of any changes made to medication or treatment on a day to day basis or in an emergency situation.
* To ensure that all relevant permission regarding emergency/medical treatment for their children whilst at the setting has been completed on registration forms.

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| **This policy was adopted by** | **Fowlmere Playgroup** |  |
| **On** | **7th Jan 2019** |  |
| **Date to be reviewed** | **Jan 2021** |  |
| **Signed on behalf of the provider** |  | |
| **Name of signatory** |  | |
| **Role of signatory (e.g. chair, director or owner)** |  | |

Updates made Jan 2020.