Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings.

Health

Providers 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.

3.1 First aid

Policy statement

We are able to take action to apply first aid treatment in the event of an accident, injury or sudden illness involving a child or adult. In line with the Early Years Foundation Stage statutory framework and the Health and Safety (First-Aid) Regulations 1981, we ensure that adequate and appropriate first aid equipment, facilities and trained personnel are available. At least one adult with a current full paediatric first aid certificate is on the premises and available at all times when children are present, and a paediatric first aider accompanies children on outings. Staff who are required to hold paediatric first aid training in order to be counted in staff:child ratios will not be included in ratios unless their training status meets the current statutory requirements. The first aid qualification includes first aid training for infants and young children. We keep evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

All staff at Stowey Bears Preschool are either paediatric first aid trained or are awaiting paediatric first aid training. Training records are monitored to ensure certificates remain current and that staff complete or renew training as required.

Procedures

The first aid kit

Our first aid kit is accessible at all times and 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, 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.

- Information about who has completed paediatric first aid training, who is awaiting training, and the location of the first aid box is provided to all staff and volunteers. Parents are made aware of who is paediatric first aid trained through a poster displayed on the preschool notice board and through communication on Tapestry. Current PFA certificates are displayed in the lobby of the preschool where appropriate.
- 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.
- 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.
- Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they 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)
- Statutory Framework for the Early Years Foundation Stage, including current safeguarding and welfare requirements relating to paediatric first aid
- Health and Safety at Work etc. Act 1974

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2015)
- Basic Advice on First Aid at Work (HSE Revised 2012)
- Guidance on First Aid for Schools (DfE Revised 2014)

- Early years foundation stage statutory framework for group and school-based

Stowey Bears Preschool *(name of provider)*

providers, Department for Education

This policy was adopted by

On		*(date)*
Date to be reviewed	Reviewed Annually	*(date)*
Signed on behalf of the provider	*Rachel Penny*	
Name of signatory	Julia Jameson	
Role of signatory (e.g. chair, director or owner)	Chairperson	

Other useful Pre-school Learning Alliance publications

- First Aid Management Record (2016)
- Accident Record (2017)
- Medication Administration Record (2017)