

Sawston Childcare Limited
First aid



Policy statement

Sawston Nursery is able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one adult with a current first aid certificate is on the premises, or on an outing, at any one time. Newly qualified staff who achieved an early year's qualification at level 2 or 3 on or after 30 June 2016 also have a paediatric first aid certificate in order to be counted in the adult: child ratios. The first aid qualification includes Paediatric first aid training for infants and young children. We have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

Procedures

The first aid kit

Our first aid kit is accessible at all times and contains the following items:

- Guidance Card
 - 1 Face Shield for CPR
 - 40 Sterile Adhesive Plasters
 - 2 Eye Pads
 - 4 Triangular Bandages
 - 4 Wound dressings: medium 12x12cm
 - 2 Wound dressing: large 18 x 18 cm
 - 5 Low Adherent Dressings 5cm x 5cm
 - 5 Low Adherent Dressings 10cm x 10cm
 - 2 Confirming Bandages
 - Disposable gloves
 - 20 Sterile Wipes (cleaning wound)
 - Micro-pore Tape
 - Round Ended Scissors
 - Safety pins
 - Foil Blanket
 - Eye Bath
 - 1 Burn Dressing
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- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers.
 - The first aid box is easily accessible to adults and is kept out of the reach of children.

- The Room Leader in the room is responsible for keeping their first aid boxes up to date, monthly and reporting this to the health and safety officer in the setting, where necessary. Regular checks are carried out termly to ensure all first aid kits are replenished and contents checked by our admin team.
- 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. All head injuries must be recorded on a 'bumped head' form which will then be given to the parent/carer on collection of the child. A 'bumped head' sticker must be placed on the child to ensure all staff and the parents/carers are aware of the injury.
- 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 onto tapestry to be signed off by the parent and (uploaded onto our system to be monitored), 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)

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 on	Signed on behalf of the nursery	Date for review
April 2023	T. Spencer	April 2024