# TRING STEPPING STONES PRE-SCHOOL

**First aid**

**Policy statement**

In pre-school staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All staff within pre-school have been first aid trained and this is renewed every 3 years. At least one member of staff with current first aid training is on the premises or on an outing at any one time. Newly qualified staff who achieved an early years 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 first aid training for infants and young children and is an Ofsted approved course.

**Procedures**

*The First Aid Kit*

Our first aid kit (green bag plus white basket) is accessible at all times and is checked termly to ensure everything is still in date and replenished if needs be. We use a green first aid bag during the morning which we also take outside with us. We also have a white basket in the cupboard with back up supplies. Our first aid kit contains the following items;

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| **Approx Number** (minimum)  | **First Aid Equipment- Please Check the Green Bag and White basket** | **Check Date:****Expiry Date** | **Check Date:****Expiry Date** | **Check Date:****Expiry Date** | **Check Date:****Expiry Date** |
| 2 | Micropore Tape |   |   |   |   |
| 2  | Sterile absorbent gauze |   |   |   |   |
| 2 | Sterile eye pads |   |   |   |   |
| 2 | Triangular bandages |   |   |   |   |
| 3 | Large sterile un-medicated dressing |   |   |   |   |
| 3 | Medium sterile un-medicated dressing |   |   |   |   |
| 3  | Small sterile un-medicated dressing |   |   |   |   |
| 4 | Adhesive dressings (various sizes) |   |   |   |   |
| 4 | Low adhesive dressings (Various sizes) |   |   |   |   |
| 1 Pack  | Blue plasters (Various sizes) |   |   |   |   |
| 1 Pack  | Plasters (Various sizes) |   |   |   |   |
| 2 | Finger dressing  |   |   |   |   |
| Box  | Sterile saline cleansing wipes |   |   |   |   |
| 2 | Small bottle of sterile eye wash  |   |   |   |   |
| 2 | Instant ice pack |   |   |   |   |
| 2 | Sterile normal saline wash (small bottles) |   |   |   |   |
| 2 | Vent aid (artificial respiration) |   |   |   |   |
| 1 | Scissors |   |   |   |   |
| 1 | Curved scissors |   |   |   |   |
| 1 | Tweezers |   |   |   |   |
| 1 Pack  | Tissues |   |   |   |   |
| 2 | Foil Blankets  |   |   |   |   |
| Box  | Disposable gloves (not latex) |   |   |   |   |
| 1 | Forehead thermometer  |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   | 2 Members of staff to check & sign 1st Member of Staff |   |   |   |   |
|   | 2nd Member of Staff |   |   |   |  |

We have a cold compress in the freezer compartment of our fridge.

We also have a digital forehead thermometer.

* Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers.
* A list of staff and volunteers who have current paediatric first aid certificates is displayed on the notice board.
* Pre-school has an indoor first aid supplies basket (white basket) and a kit that we also take outside (bright green bag). During the session, the green bag is kept at the kitchen hatch and the basket is kept on the trolley in the cupboard, both are easily accessible. The green bag is taken outside during outdoor play to ensure children can be treated promptly when playing outside.
* 2 Members of staff check the first aid bag and basket each term, we are rotating staff so all staff are familiar with the contents and where they are.
* Medication is only administered in line with our Administering Medicines policy.
* 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 this 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.
* At the time of admission to pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date the appropriate section on the registration form giving their written approval.
* 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 the consent section of the registration form on the child’s first day giving permission for staff to accompany 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.
* 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. The accident book is signed by staff and parents/carer, a copy of the form is kept at preschool and a further copy sent home with the parent or carer collecting the child.

Legal framework

Health and Safety (First Aid) Regulations (1981)

Further guidance

 First Aid at Work: Your questions answered (HSE Revised 2014)

 Basic Advice on First Aid at Work (HSE Revised 2017)

 First Aid in Schools, Early Years and Higher Education (HSE February 2022)

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| --- | --- | --- |
| This policy was adopted at a meeting of | Tring Stepping Stones pre-school |  |
| Held on |  |  |
| Date to be reviewed | **October 2024** |  |
| Signed on behalf of the management committee |  |
| Name of signatory |  |
| Role of signatory (e.g. chair/owner) |  |

September 2012 review- no changes

Sept 13 review- further guidance/legal framework changes. Also added that first aid kits are checked termly and accidents requiring medical attention are recorded in the accident book.

Nov 13 First aid kit contents updated

Jan 2015 review - added line referring to staff and volunteers being made aware of who has completed first aid training and the location of the first aid boxes. Added the line about the boxes always being accessible. Removed the reference to the 1981 First Aid regulations as this is no longer included in the PSLA template. Added the line that there is a named person responsible for checking and replenishing the first aid box contents. Amended the wording in reference to the Administering Medicines policy. Added section referring to minor accidents and injuries. Wording changed in reference to trips in an ambulance. Added to section about the accident book to include notification to Ofsted and the Health and Safety Executive if required. Changed the Medication Record to the new publication date of 2013. Removed safety pins and gauze swabs from box contents list.

March 16- first aid kits are now kept in the trolley

April 17- top paragraph changed, new regulations about first aid qualifications for newly qualified staff. “Newly qualified staff who achieved an early years 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 first aid training for infants and young children.”

 A list of staff and volunteers who have current paediatric first aid certificates is displayed on the notice in the foyer.

May 2017 Lists adjusted and two members of staff to check so they become familiar with contents.

May 2018 – no changes

June 2018 – no changes

April 2020- removed thermometer from the first aid kit

March 2022 - digital forehead thermometer

March 2023 - Contents and descriptions of first aid kits amended as we now have a bag and a basket not two bags. Added that we keep the green bag on the hatch during the session. Amended government guidance to up to date versions.

October 2023 – The First Aid Kit is now the bag and the basket combined, policy wording changed to reflect this and now one chart of contents rather than two. Updated staff list to remove staff who have now left preschool.

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| --- | --- | --- |
| Staff name  | Date  | signature |
| Lucy Brittain |  |  |
| Nicola Poulton |  |  |
| Nicola Reynolds |  |  |
| Kim Smith |  |  |
| Jo Davis |  |  |
|  |  |  |