



## **First Aid**

### **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.
- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.

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

- 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 PFA certificates is displayed within the foyer area of the pre-school.
- The first aid box is easily accessible to adults and is kept out of the reach of children. A transportable first aid kit is taken on outings or when visiting area such as indoor/outdoor sports hall, forest or on-site cattle farm.
- Katie Houlding 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 seek medical aid 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 log electronically 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)

### **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)
- First Aid Management Record (Pre-school Learning Alliance 2016)
- Accident Record (Pre-school Learning Alliance 2017)

This policy was adopted by

Fawkham Montessori Pre-School

On

18<sup>th</sup> March 2020

Date to be reviewed

18<sup>th</sup> March 2021

Signed on behalf of the provider

A.Mahoney

Name of signatory

Abbie Mahoney

Role of signatory

Pre-School Manager