

8.2 First Aid



Policy statement

We are 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. All staff attend Paediatric first aid training every 3 years by an approved training company and an annual in-house refresher. We always aim to have 100% of all members of staff (over 3 settings) fully paediatric first aid trained. The first aid qualification includes 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

- Our first aid kits are easily accessible to adults at all times and are kept out of the reach of children. We regularly check and replenish the first aid box contents.
- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers.
- 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. We will also submit an accident form via our EyLog app describing the accident and the action/first aid given.
- Parents are notified immediately if a child had an accident including a head injury or becomes unwell. In the case of a minor head injury a phone call will be made to the parent as soon as possible after the child has received first aid.
- 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.
- On registration, parents complete our registration form on which they indicate whether they give us permission or not, for 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.

Record keeping

Records of illnesses, accident and injuries, along with any first aid treatment, prescription medication or treatment given to a child, are kept and filed accordingly in each child's individual profile in EyLog.

Where applicable, we will notify the Health and Safety Executive, Ofsted and/or local child protection agencies of an accident, in line with our Recording and Reporting of Accident and Incidents Policy.