Policy

First Aid

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

3.2 First aid

Policy statement

Gaddesby School Community (GSC) are able to take action to apply first aid treatment in the event of an accident involving a child or adult. It is our aim to train all staff in paediatric first aid. 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 first aid training for infants and young children. GSC 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

GSC first aid kits are accessible always and contains the following items [staff adjust the list to include anything else which is deemed necessary]:

- 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 available

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.
- A supply of ice packs in the fridge
- Information about who has completed first aid training and the location of the first aid box is provided to all staff and volunteers. A list of staff and volunteers who have current paediatric First Aid certificates are kept on file. Parents are made Aware that all staff have up to date paediatric first aid training.
- 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
- 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, GSC will inform parents when they collect their child, and ask them to complete relevant paperwork. GSC will make an advisory call to the parent of any child who receives a bumped head/ or significant injury that distresses the child - even if this is a minor injury.
- In the case of a significant injury, a green band will be placed on the child's wrist to inform of the child's injury. Details of the injury are recorded on the band. If relevant a bumped head letter will also be sent home.
- In the event of any catastrophe, a red triangle is carried in the emergency bag which would be given to a child to give to a nearby member of staff. This would be particularly useful in the Afterschool/breakfast setting as we follow schools protocols.
- An ambulance is called for children requiring emergency treatment. GSC will 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, 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.

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 (DfES revised 2014

This policy was adopted by	GSC
On	May 2021
Date to be reviewed	May 2022
Signed on behalf of the provider	Gaddesby School Community
Name of signatory	L Dunmore
Role of signatory	Manager