

## Lechlade Little Learners – First Aid policy

### Policy statement

The staff of Lechlade Little Learners 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 paediatric first aid certificate is on the premises, or on an outing, at any one time. The first aid qualification includes first aid training for infants and young children. We will ensure that first aid training is local authority approved and 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:

- 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 kept near to the first aid box:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.
- Cool packs are kept stored in the fridge.
- 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.
- Kim Illingworth is the named person within our setting who is responsible for checking and replenishing the first aid box contents regularly.
- Medication is only administered in line with our Administration of Medications 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.
- 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.
- Parents give written permission at registration for staff to seek any necessary medical intervention in the case of any emergency.

## Review

At its inception the policy was reviewed by all committee members and all employees.

It will be reviewed annually as per the policy review schedule, added to , or modified from time to time and may be supplemented in appropriate cases by further statements and procedures relating to the work of the particular group of workers.

A copy of the final policy statement will be issued to all employees, parents and committee members and will be made available within the setting.

**Reviewed by the Committee Chair on**

**Signed: (Committee Chair)**

**Signed: (Setting Manager)**

## Version History

<b>Version Number</b>	<b>Date</b>	<b>Changes</b>	<b>Published to</b>
<b>1.3</b>	<b>20.03.18</b>	<b>Policy Review – no amendments</b>	<b>Committee Members All existing &amp; new staff Displayed in policy folder</b>