

Promoting health and hygiene

1.20 First aid

Policy statement

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child 3.4 The wider context	

Procedures

The First Aid Kit

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items only:

- Triangular bandages (ideally at least one should be sterile) - x 4.
- Sterile dressings:
 - a) Small (formerly Medium No 8) - x 3.
 - b) Medium (formerly Large No 9) – HSE 1 - x 3.
 - c) Large (formerly Extra Large No 3) – HSE 2 - x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters 1.
- Sterile eye pads (with bandage or attachment) eg No 16 dressing 2.
- Container or 6 safety pins 1.
- Guidance card as recommended by HSE 1.

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.

- a children's forehead 'strip' thermometer.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- No un-prescribed medication is given to children, parents or staff.
- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take 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.

Procedures for reporting incidents to the Headmistress

1. If a child has an accident, the staff on duty must fill in an accident report form.
2. All accidents must be reported to the head so that a full and thorough investigation can take place.
3. The Headmistress will interview all relevant staff and children to ascertain the facts of the incident.
4. All staff involved will be required to submit a full and detailed report of the incident.
5. If appropriate, the care taker will repair and make safe any necessary equipment.
6. Risk assessments will be re - evaluated and adjusted to reflect any necessary changes in light of the incident.
7. Risk Assessments to be put in place when injured child returns.
8. Staff to communicate with parents re. risk assessments.

First Aid

There are several fully qualified First Aiders in the staff who are on site during normal school hours.

In addition to this the whole staff have regular INSET half day courses to refresh their basic first aid skills.

The school has written details from parents of any allergies that may affect their child.

In the event of a child having sustained a minor injury they will be brought to the office and taken by Mrs Childs (a qualified First Aider) to the sick room. She will assess the injury and administer appropriate treatment. The child will remain in the sick room until Mrs Childs is satisfied that they can continue their normal activities.

The incident will be recorded on an accident form which must be signed by a parent and then filed for three years.

Any injury to the head, however minor, will be noted on a special slip and the parents will be advised to observe their child carefully. If the child is able to rejoin his class the member of staff will be made aware of the child's injury and be asked to monitor the child's condition in case of a delayed reaction.

In the event of a more serious injury the member of staff present will send for help if they deem it necessary, or accompany the child to the office if they are able to walk. If a parent is called and decides to take the child to hospital, the accident form should be copied and given to the parent to take with them and they should be accompanied by a member of staff.

If there is any question that movement may cause further injury the child will be kept warm and as immobile as possible, until professional advice is available.

An ambulance will be called and the parents advised.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Further guidance

- First Aid at Work: Your questions answered (HSE 1997)
www.hse.gov.uk/pubns/indg214.pdf
- Basic Advice on First Aid at Work (HSE 2006)
www.hse.gov.uk/pubns/indg347.pdf
- Guidance on First Aid for Schools (DfEE), www.teachernet.gov.uk/doc/4421/GFAS.pdf

This policy was adopted at a meeting of	Silverhill School
Held on	24.05.2010
Date reviewed	October 2011
Signed on behalf of the management committee	
Name of signatory	Mrs Jenifer Capper
Role of signatory (e.g. chair/owner)	Headmistress

- Other useful Pre-school Learning Alliance publications: Medication Record (2006)