



Kingfisher Pre-school

First Aid Policy

From September 2016 the government confirmed that all newly qualified early years staff (level 2 or 3 childcare qualification) will need to hold a current Paediatric First Aid Certificate or an Emergency Paediatric First Aid Certificate in order to be included in the child: staff ratio.

Kingfisher Preschool takes the welfare of the children incredibly seriously and believes that it is paramount that all staff counted in the child: staff ratio have a current, in date full Paediatric First Aid Certificate.

The staff with a current in date paediatric first aid certificate are:

- **Denise Packham** (expires 10/9/19)
- **Amanda Smith** (expires 10/09/19)
- **Stacey Martin** (expires 13/7/18)
- **Dannii Venditto** (expires 24/5/18)
- **Pauline Quach** (expires 10/9/19)
- **Willeke Guldmond** (expires 10/9/19)
- **Jackie Wade** (expires 16/1/19)

Kingfisher Preschool are able to take action to apply swift first aid treatment in the event of an accident occurring involving children.

At least one member of staff with a current in date paediatric first aid certificate is on the premises or on an outing at any one time.

Our first aid kits:

- Complies with the Health and Safety (First Aid) Regulations 1981
- Are regularly checked by the Supervisor and re-stocked as necessary
- Are easily accessible to adults
- Are kept out of the reach of children

Location of first aid kits:

- Kitchen
- Evacuation Bucket

While there is no mandatory contents list of items that should be in a first aid kit as they are means assessed, a guideline for minimum contents are:

- a leaflet giving general guidance on first aid
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters, if necessary);
- two sterile eye pads;
- four individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large, individually wrapped, sterile, unmedicated wound dressings;
- six medium-sized, individually wrapped, sterile, unmedicated wound dressings;
- a pair of disposable gloves

Parents are asked to sign a declaration that gives our trained first aiders their permission to administer first aid and to use plasters when necessary when their child is in our care. This is kept in the Children's Information Folder, which is kept locked in a secure cupboard. All accidents are reported and recorded in the accident folder. Confidentiality is maintained at all times by ensuring that each accident is recorded on a new page. The member of staff dealing with the accident signs the record along with a witness. Parents are informed of the accident and sign the accident form. All accident forms will be kept in a secure, locked cupboard until the child involved has turned 21 years old.

The majority of minor accidents can be dealt within the preschool setting. In the event of a major incident occurring and medical assistance needed this is the protocol:

- 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.
- Emergency no. 999 will be called requesting an ambulance.
- Parents are contacted and are informed about the injury and to go to the hospital.
- One member of staff will stay with the injured person until a family member is able to take over.

There may be incidents that need reporting to RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013).

For a full list of reportable incidents go to: <http://www.hse.gov.uk/riddor/index.htm>

To complete the online form go to: <https://extranet.hse.gov.uk/lfserver/external/F2508IE>

Date: 6th January 2017

Signed:

Kingfisher Preschool Manager

Review Date: January 2018

Staff Signatures:

I confirm that I have fully read and understand this policy. I will adhere to and follow the directives laid out in this policy.

PRINTED NAME	POSITION	SIGNATURE	DATE