



## First Aid Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,  
Lacey Green, Princes Risborough HP27 0PL  
Registered charity no: 1026976

### Version Control

Version	Date	Author	Comments
1.0	30.11.17	RM / LC	<ul style="list-style-type: none"> <li>• Updated format and introduction of version control</li> <li>• Updates from Preschool Learning Alliance template April 2017</li> <li>• Icepacks kept in fridge rather than one in freezer</li> <li>• Confirmation that signage sets out location of first aid box</li> <li>• Clarify provided around how/where paediatric first aid certificates can be found/accessed/stored</li> </ul>
1.1	22.03.18	RM / LC	<ul style="list-style-type: none"> <li>• Stated names of our Health and Safety officers (as per recommendation from Nathalie Furlong Bucks CC)</li> <li>• First Aid kit contents checked following internal H&amp;S review</li> </ul>
1.2	28.03.19	LC/RM	<ul style="list-style-type: none"> <li>• Full annual review</li> <li>• Removed detail of first aid kit contents, which are described in H&amp;S documentation for internal use, but not required by legislation to be included in policy</li> <li>• Added reference to Supervision of Children on Outings or Visits policy, which outlines first aid requirements on outings</li> </ul>
1.3	19.03.20	LC/NK	<ul style="list-style-type: none"> <li>• Annual review and updated Committee H&amp;S Rep</li> </ul>

### Reviews and Approvals

<b>Policy adopted :</b>	21 November 2012 by Windmill Under 5s Management Committee	
<b>It was last updated:</b>	19.03.20	
<b>It will be reviewed:</b>	Spring Term (February) 2021	
<b>Signed &amp; dated:</b>	Natasha Kann	Natasha Kann– Chairperson on behalf of the Management Committee

### **Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills.**

At least one person who has a current paediatric first aid certificate is on the premises at all times when children are present, and must accompany children on outings.

#### **Health**

The provider must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment.

## **Staff Qualifications, Training, Support and Skills**

### **12. First Aid**

#### **Policy statement**

Windmills 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 a current Paediatric First Aid Certificate is on the premises during session time, or on an outing, at any one time. Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 June 2016 must 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. We aim to ensure that first aid training is local authority approved and is relevant to staff caring for young children.

#### **Procedures**

- There is a suitably-stocked first aid kit on the premises. The first aid box is easily accessible to adults and is kept out of reach of children. A sign is displayed on the premises detailing the location of the first aid box. The first aid kit is checked and restocked as necessary.
- Staff and volunteers are given information about who has completed first aid training and the location of the first aid box at their induction. A list of staff and volunteers who have current Paediatric First Aid certificates is displayed in the foyer and certificates are stored on the premises and made available to parents/carers on request.
- Our Health and Safety Officer on the teaching staff is: **Angela Calam**
- Our Health and Safety Officer on the Management Committee is: **Charlotte Peters**
- 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.
- Parents/carers give permission for a trained member of staff to administer first aid to their child and permission to contact the emergency services by way of a Permission Form at Registration.
- In the event of minor injuries or accidents that require first aid, we will inform parents/carers 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/carers 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. Parents/carers will be asked to sign an Incident or Accident Form.

- An ambulance is called for children requiring emergency treatment. We contact parents/carers immediately and inform them of what has happened and where their child has been taken. A member of staff will accompany the child.
- Parents/carers 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 parents/carers have been informed and are on their way to the hospital.
- Accidents and injuries are recorded in our accident record book and, where applicable, notified to the Health & Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.
- Paediatric First Aid Qualifications are renewed on a 3 year basis.

For more information, please also refer to our Recording and Reporting of Accident and Incidents Policy, Administering Medicines Policy, Supervision of Children on Outings or Visits and Managing Children who are Sick, Infectious or with Allergies Policy.

### **Legal framework**

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

### **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 (DfE Revised 2014)