# TRING STEPPING STONES PRE-SCHOOL

**First aid, (emergency treatment)**

In pre-school staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All staff within pre-school have been first aid trained and this is renewed every 3 years.

1. At least one person who has a current paediatric first aid (PFA) certificate **must** always be on the premises and available when children are on the premises and must accompany children on outings, [or all staff are paediatric first aiders], who regularly update their training. We take into account the number of children, staff, staff breaks and the layout of our setting to ensure that a paediatric first aider is always available and can respond to emergencies.

Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 June 2016 must obtain a paediatric first aid certificate within 3 months in order to be counted in the adult:child ratios.

*The First Aid Kit*

Our first aid kit (green bag plus white basket) is accessible at all times and is checked termly to ensure everything is still in date and replenished if needs be. We use a green first aid bag during the morning which we also take outside with us. We also have a white basket in the cupboard with back up supplies. Our first aid kit contains the following items;

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| **Approx Number** (minimum)  | **First Aid Equipment- Please Check the Green Bag and White basket** | **Check Date:****Expiry Date** | **Check Date:****Expiry Date** | **Check Date:****Expiry Date** | **Check Date:****Expiry Date** |
| 2 | Micropore Tape |   |   |   |   |
| 2  | Sterile absorbent gauze |   |   |   |   |
| 2 | Sterile eye pads |   |   |   |   |
| 2 | Triangular bandages |   |   |   |   |
| 3 | Large sterile un-medicated dressing |   |   |   |   |
| 3 | Medium sterile un-medicated dressing |   |   |   |   |
| 3  | Small sterile un-medicated dressing |   |   |   |   |
| 4 | Adhesive dressings (various sizes) |   |   |   |   |
| 4 | Low adhesive dressings (Various sizes) |   |   |   |   |
| 1 Pack  | Blue plasters (Various sizes) |   |   |   |   |
| 1 Pack  | Plasters (Various sizes) |   |   |   |   |
| 2 | Finger dressing  |   |   |   |   |
| Box  | Sterile saline cleansing wipes |   |   |   |   |
| 2 | Small bottle of sterile eye wash  |   |   |   |   |
| 2 | Instant ice pack |   |   |   |   |
| 2 | Sterile normal saline wash (small bottles) |   |   |   |   |
| 2 | Vent aid (artificial respiration) |   |   |   |   |
| 1 | Scissors |   |   |   |   |
| 1 | Curved scissors |   |   |   |   |
| 1 | Tweezers |   |   |   |   |
| 1 Pack  | Tissues |   |   |   |   |
| 2 | Foil Blankets  |   |   |   |   |
| Box  | Disposable gloves (not latex) |   |   |   |   |
| 1 | Forehead thermometer  |   |   |   |   |
|   |   |   |   |   |   |
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|   |   |   |   |   |   |
|   | 2 Members of staff to check & sign 1st Member of Staff |   |   |   |   |
|   | 2nd Member of Staff |   |   |   |  |

We have a cold compress in the freezer compartment of our fridge.

We also have a digital forehead thermometer.

* Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers.
* A list of staff and volunteers who have current paediatric first aid certificates is displayed on the notice board.
* Pre-school has an indoor first aid supplies basket (white basket) and a kit that we also take outside (bright green bag). During the session, the green bag is kept at the kitchen hatch and the basket is kept on the trolley in the cupboard, both are easily accessible. The green bag is taken outside during outdoor play to ensure children can be treated promptly when playing outside.
* 2 Members of staff check the first aid bag and basket each term, we are rotating staff so all staff are familiar with the contents and where they are.
* Medication is only administered in line with our Administering Medicines policy.
* 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 this 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.
* At the time of admission to pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date the appropriate section on the registration form giving their written approval.

**Serious accidents or injuries**

1. An ambulance is called for children requiring emergency treatment.
2. First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, 06.07 Death of a child on site procedure is implemented and the police are called immediately.
3. The registration form is taken to the hospital with the child.
4. Parents/carers are contacted and informed of what has happened and where their child is being taken to.

**Recording and reporting**

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.

The accident book is signed by staff and parents/carer, a copy of the form is kept at preschool and a further copy sent home with the parent or carer collecting the child.

1. In the event of a serious accident, injury, or serious illness, the setting manager notifies the owner/trustees/committee using 6.1c Confidential Safeguarding Incident report form, or other agreed reporting format, as soon as possible.
2. If required, a RIDDOR form is completed; one copy is sent to the parent/carer, one for the child’s file and one for the local authority Health and Safety Officer.
3. The committee are notified by the preschool leader of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care to be able to notify Ofsted and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, after consultation with the owners/directors/trustees, inform local child protection agencies of these events

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Legal framework

Health and Safety (First Aid) Regulations (1981)

Further guidance

 First Aid at Work: Your questions answered (HSE Revised 2014)

 Basic Advice on First Aid at Work (HSE Revised 2017)

 First Aid in Schools, Early Years and Higher Education (HSE February 2022)

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| This policy was adopted at a meeting of | Tring Stepping Stones pre-school |  |
| Held on |  |  |
| Date to be reviewed |  |  |
| Signed on behalf of the management committee |  |
| Name of signatory |  |
| Role of signatory (e.g. chair/owner) |  |

March 2023 - Contents and descriptions of first aid kits amended as we now have a bag and a basket not two bags. Added that we keep the green bag on the hatch during the session. Amended government guidance to up to date versions.

October 2023 – The First Aid Kit is now the bag and the basket combined, policy wording changed to reflect this and now one chart of contents rather than two. Updated staff list to remove staff who have now left preschool.

December 2024- Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 June 2016 must obtain a paediatric first aid certificate within 3 months in order to be counted in the adult:child ratios. **Serious accidents or injuries**

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| Staff name  | Date  | signature |
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