



## **3.2 FIRST AID**

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Date: 13.3.19

### **Policy statement**

**We 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 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 aim to ensure that first aid training is local authority approved and is relevant to adults caring for young children.**

### **Procedures**

- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers. Training must be updated every 3 years.
- All newly qualified staff must have First Aid training.
- At least 1 first aid trained practitioner must be on site at all times, including lunch club and outings.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- There is a named person in the setting who is responsible for checking and replenishing the first aid box contents termly.
- 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 and recorded in the Accident Book. A senior member of staff must be consulted if any injury is causing concern or the child is unduly upset or subdued.
- Staff must wear protective gloves when dealing with bodily fluids and the area should be cleaned with hot water and disinfectant.
- 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.
- In the rare event of a child requiring emergency treatment, an ambulance will be called. 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 signed by the practitioner, and the parent. Where applicable, the Health and Safety Executive, Ofsted and/or local child protection agencies may be informed.