



First Aid Policy

St Marks Pre-school can 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 the pre-school practitioners hold includes first aid training for infants and young children. The pre-school has evidence of due diligence when choosing first aid training and ensures that it is relevant to adults caring for young children.

The pre-school will ensure that one member of the practitioner team has up-to-date 'Emergency First Aid at Work' training, which will include first aid training for adults.

The first aid kit

The pre-school first aid kit is accessible at all times.

- Information about who has completed first aid training and the location of the first aid box is provided to all the pre-school practitioners and volunteers. A list of staff and volunteers who have current Paediatric First Aid certificates is displayed in the setting.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- The health and safety rep from the pre-school committee is responsible for checking and replenishing the first aid box and backpack contents. If there is no health and safety rep due to small committee numbers, the pre-school manager will allocate this task to an appropriate member of the practitioner team. The contents of the first aid boxes is in line with Health and Safety Executive (HSE) guidance.
- Medication is only administered in line with the pre-school's Administering Medicines Policy.
- In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
- In the event of minor injuries or accidents the pre-school will normally inform parents when they collect their child, unless the child is unduly upset, a head injury has occurred, or the practitioner team has concerns about the injury. In this case the pre-school 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. Parents will be provided with NHS 'Head Injury Advice Sheet'.
- An ambulance is called for children requiring emergency treatment. The pre-school will contact parents immediately and inform them of what has happened and where their child has been taken.
- Parents sign a consent form at registration allowing a member of the practitioner team to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
- Accidents and injuries will be recorded on the pre-school's online Tapestry system. This system will detail when the accident/incident occurred, the nature of the accident/incident, who observed it, and what first aid was given. If the accident/incident is significant or difficult to describe a 'body map' will be used to indicate where any injury occurred. This 'body map' will be stored securely in a file in the office.
- Information about any accident/incident will be shared with parents verbally when they collect their child from pre-school. The practitioner sharing the accident/incident will mark this as discussed on Tapestry and provide an electronic signature.
- Where applicable the pre-school will notify the HSE, Ofsted and/or local child protection agencies in line with the pre-school's Recording and Reporting of Accidents and Incidents Policy.

This policy was adopted at a meeting of the pre-school held on (date)

Signed on behalf of the pre-school

Also see: Administering Medicines

Recording and Reporting of Accidents and Incidents

Safeguarding