

## 3.2 First aid

### Policy statement

At Filton Park Pre-School Playgroup, staff are able to take action to apply first aid treatment in the event of an accident or incident involving a child or adult. At least one member of staff 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 staff caring for young children.

### Procedures

#### *The first aid kit*

Our first aid kit is accessible at all times, complies with the Health and Safety (First Aid) Regulations 1981 and contains the items recommended by South Gloucestershire Council.

- The first aid box is easily accessible to adults and is kept out of the reach of children.
- If a child requires medication that has been advised by a doctor, parents/carers will need to complete an 'Individual Child's Health Plan' form and a medication book. These will give details of child's name, name of medication and procedures for giving this. Whenever medication is given to a child, the book will be completed and signed by the member of staff giving the medication and the parent/carer will be asked to sign when the child is collected. If training is required, it is the parents'/carers' responsibility to arrange this.
- If a child has more complex medical needs, staff will produce an Action Plan in consultation with parents/carers
- At the time of each child's admission to the setting, parents'/carers' written permission for obtaining emergency medical advice or treatment is sought. Parents/carers sign and date their written approval.
- Parents/carers 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 on the understanding that parents/carers have been informed and are on their way to the hospital. In the event that it is not possible to contact either the parents/carers or an alternative 'emergency contact' at least one member of staff will accompany the child to the hospital taking a photocopy of the registration form and a remaining staff member will continue to try and contact the parents, until informed otherwise.

### Legal framework

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

## Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DfEE)

## Other useful Pre-school Learning Alliance publications

- Medication Record (2010)

This policy was adopted at a meeting of	Filton Park Preschool Playgroup	<i>(name of provider)</i>
Held on		<i>(date)</i>
Date to be reviewed	Sept/Oct 2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Adrian Reed	
Role of signatory (e.g. chair, director or owner)	Chair	