

Meppershall Pre-school First Aid

Meppershall Preschool First aid Policy

Policy statement

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All our staff are first aid trained every 3 years, therefore at all times someone is available to provide adequate treatment. The first aid qualification includes first aid training for infants and young children. We have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children. Our staff have personal files which are kept in the office which include the certificates to prove training.

Procedures

The first aid kit

Our first aid kit is accessible at all times and contains the following items

- 1 Leaflet giving advice on first aid, and first aid booklet
- 1 protective face shield for CPR
- 20 Individually wrapped sterile adhesive plaster, assorted sizes and blue plasters for food handlers
- 2 Sterile eye pads
- 4 Triangular bandages, individually wrapped and preferably sterile
- 6 medium wound dressings(12x12cm) wrapped and sterile
- 2 Large wound dressings (approx. 18x18cm) As above
- 5 'Low Adherents' Dressings (Melolon) (approx. 5x5cm) these have perforated plastic surface which reduces likelihood of it sticking to clotted blood.
- 5 'Low Adherent' dressings (Melolon) (approx. 10x10cm) as above
- 1 Roll hypo-allergenic tape (Micro-pore)
- 3 Pairs of disposable gloves
- 1 Pair round ended scissors
- 10 'Packs of 5' sterile gauze swabs (5x5cm) for cleaning a wound.
- 1 Finger bandage and applicator (Tube-gauze)
- 6 Safety pins

- 2 Burns dressings (10 x 10)
- 1 Pack saline cleansing wipes
- 1 Foil blanket
- Sterile eye wash
- Thermometer and spare batteries

In addition, the following equipment is kept near to the first aid box:

- 1 plastic disposable apron.
- Cool packs kept in the fridge
- Disposable gloves (plastic or vinyl) are always available at various locations known by staff inside.
- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers.
- The first aid box is easily accessible to adults and is kept out of the reach of children above the sink in the main room, it also has adequate signage.
- Kate Hankin is the named person in the setting who is responsible for checking and replenishing the first aid box contents.
- Medication is only administered in line with our Child Medication 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, 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 / 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.
- An ambulance is called for children requiring emergency treatment. We 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 staff 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. A senior member of staff would also accompany the child.
- Accidents and injuries are recorded on accident forms (On EYMan) where applicable, notified to the RIDDOR, Ofsted and/or local child protection agencies in line with our Child Accident policy.

Sun Protection

Meppershall Preschool takes very seriously the health and safety of the children in its care. We acknowledge the advice given by Cancer Research UK and in particular its Sun Smart campaign. Our aim is to protect the children of the setting when playing out in the sun and to help educate the children in safe behaviour in the sun by;

- Ensuring that all children are adequately clothed in appropriate sun wear. This should consist of short sleeved t-shirt, and a floppy, wide brimmed hat or cap preferably legionnaire style. Meppershall Preschool does have a small selection of spare hats.

- Ensuring that all children have had sun cream applied before playing outside
- In accordance with Cancer Research UK guidance we recommend the use of only factor 15 and above sun cream. Meppershall Preschool will use factor 50.
- Where children are not adequately protected we will take steps to adapt our activities in order to protect them.
- All children are asked to provide sun cream suggested factor 50 in a new bottle labelled with the date it was opened. We will ask all parents for written permission to apply this sunscreen or the setting's sun cream. Staff assisting with the application of sun cream will wash their hands between each application and wear gloves. Parents/carers will be asked to apply sunscreen before attending the session, and if this is not been completed then we ask that a member of the staff team are informed. Staff will also re-apply later in the day if required.
- Ensuring that any outdoor play is, where possible, outside of the hottest times of the day.
- When appropriate we will provide a shaded area to protect the children whilst they play.
- Ensuring that the children can access the indoor play area at all times so that they can choose to continue their play indoors.
- Ensuring that there is an adequate supply of fresh drinking water available and that the children know how to access it if they feel thirsty or hot, and that cool drinks are available regularly during hot weather.
- Ensuring that safe sun behaviour is modelled by the staff of the setting, providing a positive role model to all the children.

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)
- First Aid Management Record (Pre-school Learning Alliance 2016)
- Accident Record (Pre-school Learning Alliance 2017)
- Medication Administration Record (Pre-school Learning Alliance 2017)

Date approved by Pre-school committee	
Signed by Pre-school leader	
Signed by Pre-school chair	

Signed by Pre-school staff	
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