

### **Safeguarding and Welfare Requirement: Staff qualifications, training, support and skills**

At least one person who has a current paediatric first aid certificate is on the premises and available at all times when children are present and must accompany children on outings.

#### **Health – accident or injury**

The provider must ensure there is a first aid box accessible at all times with appropriate content for children. Providers must keep a written record of accidents and injuries and first aid treatment.



## **3.2 First aid**

### **Policy statement**

We 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. Newly qualified staff who achieved an Early Years qualification at level 2 or 3 on or after 30 June 2016 also have a paediatric first aid certificate to be counted in the adult: child ratios. 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.

### **Procedures**

#### *The first aid kit*

Our main first aid kit is always accessible and contains the following items:

- Triangular bandages (ideally at least one should be sterile).
- Sterile dressings: Small, Medium, Large.
- Composite pack containing assorted (individually wrapped) plasters.
- Sterile eye pads (with bandage or attachment).
- Container of safety pins.
- Mouth to mouth shield.
- Paper bag.
- Scissors.
- Micropore tape.
- Guidance card as recommended by HSE.
- disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.

- In addition, there is a children's thermometer in each room plus ice packs are kept in the freezer. We also have mini first aid kits in essential areas of the nursery plus in rucksacks for when the children are taken on outings.
- Information about who has completed first aid training and the location of the first aid boxes is provided to all our staff and volunteers. A list of staff and volunteers who have current Paediatric First Aid certificates is displayed in the entrance and made available to our parents.
- The first aid boxes are 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 – **Sue Hughes**
- 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.
- 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.
- 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.
- 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.

## Legal framework

- Health and Safety (First Aid) Regulations (1981) (updated 2024)

## 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) updated February 2022

This policy was adopted by	Jolly Tots Pre-School Nursery	(provider)
on	1 <sup>st</sup> September 2025	(date)
Date to be reviewed	September 2026	(date)
Signed on behalf of the management		
Name of signatory	Lee Davison	
Role of signatory (e.g., Chair/owner)	Manager	

**Other useful Pre-school Learning Alliance publications**

- First Aid Management Record (2016)
- Accident Record (2017)
- Medication Administration Record (2017)