



## HARLINGTON VILLAGE PRE-SCHOOL And WRAP AROUND CARE

### First Aid

#### Policy statement

At Harlington Village Pre-School (HVPS) and Wrap Around Care (WAC), staff will take action to apply first aid treatment in the event of an accident involving a child or adult whilst in our care. At least one member of staff with a current first aid certificate. The first aid qualification includes two-day training in basic first aid, CPR, using a Debrillator and administering medicines such as EpiPen's to children and adults. We aim to ensure that first aid training is local authority approved and is relevant to staff caring for young children. All staff review their training every three years.

#### 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 following items:

- Triangular bandages (at least one should be sterile)
- Low Adherent dressings (assorted sizes)
- Assorted (individually-wrapped) sensitive plasters and blue catering plasters (for staff/parent use).
- Medium and Large wound dressings
- Sterile eye pads
- Container of 6 safety pins x 1.
- Protective Face shield for performing CPR.
- Sterile Gauze swabs
- 1 Litre Sterile Water
- Guidance booklet 'Paediatric First Aid made easy' (Bostock health care).

In addition to the first aid equipment, the main kit should be supplied with:

- 6 pairs of disposable plastic (PVC or vinyl) gloves.
- A children's forehead 'strip' thermometer.
  
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- No un-prescribed medication is given to children, parents or staff unless permission has been given i.e. where a child's temperature is dangerously high and staff are awaiting collection by the parent, they may administer calpol/nurofen where the parent requests it. The parent must have given permission on the registration form or in writing.

- At the time of each child's admission to HVPS and WAC, parents' written permission for obtaining emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents 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 have been informed and are on their way to the hospital.
- All hazardous chemicals/cleaning products are kept out of reach of children. In the kitchen, any products used for cleaning are kept up high and out of reach on the windowsill in a sealed box. This is to prevent accidental poisoning to children.
- An accident book is used to record minor injuries. We indicate the area of the body where the child was injured, the date and time, how it occurred, and what (if any) treatment was given.
- Where a child suffers a head injury, however minor, we complete a head injury report form, which is found at the back of the accident report folder. In addition to recording the nature of the injury, the date and time and how it occurred, we also provide some signs and symptoms of an internal injury. This is to raise awareness for parents/carers so that they can seek emergency medical help, should the child's condition worsen.
- When we take children on outings, we ask parents/staff to volunteer to ensure a high ratio of adults to children to help reduce the risk of injury. We carry a small clip-on first aid kit which contains plasters, antiseptic wipes, bandages, asthma inhaler, mouth shield and any prescribed medication for the children in attendance. We also carry the register and contact details of children in attendance.
- If at any time a parent/carer makes us aware of an existing injury, they are asked to fill out a brief explanation on a comments form and this is then kept in the child's individual safeguarding folder. If any medication or treatment is required, they will be asked to complete an administering medicines form.

### 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)
- Control of Substances Hazardous to Health regulations (COSHH) (2002) and RIDDOR (the reporting of injuries, diseases and dangerous occurrences regulations).

This policy was adopted at a meeting of

Harlington Village Pre-School  
Committee

Held on

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Date to be reviewed

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Signed on behalf of HVPS

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Name of signatory

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Role of signatory

Chairperson

**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 at all times when children are present, and must accompany children on outings.

**Health**

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