**First aid**

**Policy statement**

Mighty Oaks Little Acorns will take action to apply first aid treatment in the event of an accident involving a child or adult. All staff have a current first aid certificate. 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 first aid kit is accessible at all times and contains the following items

* Triangular bandages (ideally at least one should be sterile) x 4.
* Sterile dressings:
* Small x 3.
* Medium x 3.
* Large x 3.
* Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
* Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
* Container of 6 safety pins x 1.
* Guidance card as recommended by HSE x 1.

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

* 2 pairs of disposable plastic (PVC or vinyl) gloves.
* 1 plastic disposable apron.
* A children’s forehead ‘strip’ thermometer.
* A supply of ice is kept in the freezer.
* Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers - all staff are expected to hold a full and relevant paediatric first aid certificate.
* The first aid box is easily accessible to adults and is kept out of the reach of children.
* There is a named person who is:

Hannah Watkins-Cave

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she is responsible for checking and replenishing the first aid box contents.

* A list of staff who have current PFA certificates is displayed in the setting on the main office door.
* 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.

**To be read in conjunction with the following policies:**

Health and Safety and General Standards, Safeguarding children/Child protection, young people and vulnerable adults , Parental Involvement, Staff Code of Conduct

**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)

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| This policy was adopted by | Mighty Oaks Little Acorns LTD | *(name of provider)* |
| On | 18/08/17 | *(date)* |
| Date to be reviewed | October 2018 | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory | Gwyneth Keen/Carol Beard | |
| Role of signatory (director) | Directors | |