

### **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.

## **3.2 First aid**

### **Policy statement**

At Pear Tree nursery, all staff are trained so they are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All staff at Pear Tree nursery, including caretaker, casual staff, apprentices and finance administrator are paediatric first aid trained. This was last completed in January 2016, and will be renewed every 3 years. The next date to renew is January 2019. The first aid qualification includes first aid training for infants and young children & emergency first aid. We aim to ensure that first aid training is local authority approved and is relevant to staff caring for young children. **Claire Highmore** is the designated person responsible for First Aid and regularly audits the first aid boxes – 6 monthly as laid out in the annual calendar, in the absence of Claire it is the named person in charge who is responsible. Staff and parents are aware of who is the designated person for first aid each day as it is stated on the parent's board at the front entrance. This is updated daily based on staffing.

### **Procedures**

#### *The first aid kit*

Our first aid kits are accessible at all times, complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items:

- Triangular bandages
- Sterile dressings: small, medium and large
- Composite pack containing 20 assorted (individually-wrapped) plasters
- Sterile eye pads (with bandage or attachment)
- Container of 6 safety pins
- Guidance card as recommended by HSE

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.
  
- During outings there is always a first-aid trained member of staff and a first aid box taken.

- All of the staff are currently first aid trained and is refreshed every 3 years. We have a list of staff who are first aid trained on all the parents boards.
- We try to maintain staffs knowledge on first aid by discussing it at every staff meeting and giving the staff a 'what if....' scenario to discuss.
- We also keep our knowledge up to date by having a refresher every 18 months and specifically focussing on those areas that are identified by the staff as their least confident areas.
- At the time of each child's admission to the setting, 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 uses of first aid must be logged on an accident form which also includes – date, child's full name, where the incident occurred, what happened, treatment given, staff name completing the forms and their position in nursery, a witness signature to the treatment given, parents signature & dated.
- All accident forms are stored in the accident file in the tambour unit in the office. These are audited every 6 months as laid out in the annual calendar.
- All new starters who already have a first aid qualification in date will complete a staff confidence audit questionnaire.
- All new starters who do not have a first aid qualification will be enrolled onto training within the first 3 months of employment and will not have unsupervised access to the children until they receive training.
- Staff will complete a staff confidence audit questionnaire every 6 months to check the levels of confidence in performing certain areas of first aid. These will be collated by Claire and the manager and any weak areas will be addressed in staff meetings & supervisions.
- We aim to have first aid refreshers every 18months where staff can discuss the areas they lack in confidence.
- In 2016 and 2017 we held a parents first aid course, which we aim to continue to provide yearly.

### **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)

This policy was adopted at a meeting of	Pear Tree Nursery	<i>(name of provider)</i>
Held on	01.09.2018	<i>(date)</i>
Date to be reviewed	01.09.2019	<i>(date)</i>
Signed on behalf of the provider	_____	

Name of signatory

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Role of signatory (e.g. chair, director or owner)

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

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Medication Record (2010)