First Aid Policy and Procedures

Policy Statement
The staff are able to take action to apply first aid treatment in the event of an accident involving an adult or child. All members of staff have current first aid training. The first aid qualification includes first aid training for infants and young children.

Procedures
Our first aid kit complies with the Health and Safety regulations and contains the following items only:

- Triangular bandages (ideally at least one should be sterile) – x4.
- Sterile dressings:
  3. Large – x3.
- Composite pack containing 20 assorted (individually wrapped) plasters.
- Sterile eye pads (with bandage or attachment).
- Container of 6 safety pins.
- Guidance book.

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.

Some additional point to notes:

- 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.
- All accidents, no matter how minor will be recorded in the pre-school accident book.
- Parents will be informed and requested to sign the accident book for confirmation.
- A designated member of staff, Wendy, will check the first aid kit on a monthly basis and re-stock if necessary.
- At the time of admission to the pre-school, parents written permission for emergency medical advice or treatment is sought.
- Parents sign and date their written approval.
- Parents sign a written consent form of registration allowing the staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that every attempt will be made to contact parents to inform them and they are on their way to the hospital.
- In the event that a parent cannot be contacted, the staff member will go on the advice of the senior doctor present.

This policy has been adopted by the pre-school committee at a meeting on:

Date: __________________________

Signed: __________________________

(Chairperson)