

# FIRST AID POLICY

## INTRODUCTION

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All staff have completed a 12-hour paediatric first aid course which is refreshed every three years as a minimum. We ensure that first aid training is local authority approved and is relevant to adults caring for young children.

**The Designated Person for First Aid in the setting is:** Sharon Gronow.

## 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).
- 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.
- The first aid box is easily accessible to adults and is kept out of the reach of children. Our first aid kit is stored in the classroom on top of the filing cabinet during the operating hours. In addition, there is a portable first aid kit in the cloakroom.
- Sharon Gronow is responsible for checking and replenishing the first aid box contents.
- 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 (Hinchingbrooke Hospital) 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 on My Montessori Child and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Health and Safety Policy.