

# Policy

June 12

First Aid

2014

Owner: Tracy Pointon  
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YearsCentre\V.1June 2012

Update Due  
May 2015

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**Title: First Aid**

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**From: Early Years Centre**

**Date: 26<sup>th</sup> July 2011; reviewed  
6<sup>th</sup> May 2014**

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In our Centre most staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult.
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At the Early Years Centre we have at least two trained first aiders are on the premises at any one time. At least 80% of our staff have a current paediatric first aid certificate. This first aid qualification includes specific training for infants and young children.

All trained staff with first aid knowledge will act promptly and calmly to prevent situations becoming major issues

There are five first aid boxes situated throughout the Centre two are on the ground floor, two are on level one and one box is in the office for outings and trips out of the Centre. Our First Aid boxes are easily accessible to adults and are kept out of the reach of children.

Each box should contain:-

Advice on first aid

Sterile triangular bandage

Sterile dressings

- One small
- One medium
- One large

At least 20 assorted plasters

A sterile eye pad

6 safety pins

2 pairs of disposable gloves

1 plastic apron

A thermometer

- No un-prescribed medicines are kept in the box.
- At the time of admission parents sign a consent form allowing staff to take their child to the nearest accident and emergency unit to be examined
- Treatment is sought if needed.
- Parents will be informed
- Any accidents will be recorded and parents will sign the form to acknowledge they have been informed (a copy of which will be kept in the child's record).
- Any accidents that happen while the child is not in our care parents will be asked to sign an 'accident at home form' (a copy of which will be kept in the child's record).
- All staff will be expected to attend a first aid course and it is their responsibility to renew the qualification every three years.
- Our accident / incident records are reviewed monthly to identify any potential or actual hazards.
- All staff know where the accident forms are kept and how to complete them. They are kept in a safe and accessible place.

All staff at the Centre will be required to read this policy on their induction and to comply with the contents of the Policy. The Policy will be kept in a secure location and will be available for staff to refer to at all times.

If incidences of non-compliance do occur, this will be dealt with on a case by case basis and we will liaise with the University HR department.

