

First aid

Safeguarding and Welfare Requirement 2017

Staff Qualifications, Training, Support and Skills

3.25. At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A. PFA training must be renewed every three years and be relevant for workers caring for young children and where relevant, babies. Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting. Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

Health

3.50 Providers 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. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.

**Further clarification can be found in the footnote on page 22 of the EYFS 2017, and Annex A: Criteria for effective Paediatric First Aid (PFA) training, page 36 of the EYFS 2017.*

Policy statement

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one adult with a current first aid certificate is on the premises, or on an outing, at any one time. The first aid qualification includes first aid training for infants and young children. We aim to ensure that first aid training 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 (please adjust the list to include anything else which is deemed necessary):

- 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 digital thermometer.
 - A cold compress 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.
 - There is a named person in the setting who 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. A trained first aider, preferably the child's key person should accompany the child in the ambulance, taking along the child's personal records with them.
 - 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 on our accident recording forms 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.
 - It is important that you are prepared for when you might need emergency services. When you require an ambulance dial 999, ask for ambulance and be ready with the following information. It is good practice to have as many of the details completed on the form and kept by the telephone. Other details will only become apparent on the day. It is important to speak clearly and slowly and be ready to repeat information is asked:
 - Your contact telephone number
 - Your location, including postcode
 - Exact location within the setting
 - Name of staff calling
 - Name of child and brief description of their symptoms
 - The entrance at which the ambulance will be met

Defibrillators

Cardiac arrest is a medical emergency, occurring when someone's heart stops pumping blood around the body and they stop breathing normally. Around 60,000 out-of-hospital cardiac arrests occur in the UK each year. Of these, around 30,000 are treated by emergency medical services. In instances of an out-of-hospital cardiac arrest, immediate cardiopulmonary resuscitation (CPR) and access to an Automated External Defibrillator (AED) are all essential to maximise the chances of survival.

If someone showing signs of cardiac arrest for example, not breathing or breathing erratically, the most important thing is to call 999 and start CPR to keep the blood flowing around the body. The 999 operator will advise if there's a public access defibrillator nearby. Once the defibrillator is open and in position, all you have to do is follow the spoken instructions.

Our nearest public access defibrillator is located at:

Notification to Ofsted

The EYFS statutory framework 2017 states:

3.51. Registered providers must notify Ofsted or the childminder agency with which they are registered of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

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 on | Signed on behalf of the nursery | Date disseminated to staff | Date for review |
|-----------------------------------|--|-----------------------------------|------------------------|
| <i>June 2018</i> | | | <i>June 2019</i> |