**Stratton Playgroup**

**3.2 First aid**

**Policy statement**

At Stratton Playgroup, staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. We require all practitioners to be first aid trained, and at least one adult with a current first aid certificate is on the premises, or on an outing, at any one time. Newly qualified staff who achieved an early year’s qualification at level 2 or 3 on or after 30 June 2016 also have a paediatric first aid certificate in order to be counted in the adult: child ratios. The first aid qualification includes first aid training for infants and young children. We have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

**Procedures**

*The first aid kit*

Our first aid kit is accessible at all times and suitably equipped.

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| Paediatric First Aid Training - April 2016  No Legal requirement for first aid kit apart from guidance leaflet HSE1 - see HTP First Aid Training Book. |

* Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed in the setting.
* **ALL OUR STAFF ARE FIRST AID TRAINNED**
* 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/I regularly check and replenish 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 a discussion and clarification of what is best for the child i.e. whether the child needs to be collected and go home or they need to collected and go and see a health professional.
* 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 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 record 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.

**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)

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| This policy was adopted by | Stratton Playgroup | *(name of provider)* |
| On | 01/03/2024 | *(date)* |
| Date to be reviewed | 01/03/2027 | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |

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

* First Aid Management Record (2016)
* Medication Administration Record (2015)