



Promoting Health and Hygiene - First Aid

Policy Statement

At Whitsers, staff are able to take action to apply First Aid treatment in the event of an accident involving a child or adult. At least one member of staff with current First Aid training is on the premises or on an outing at any one time. The First Aid qualification specialises in Paediatric First Aid.

Procedures

The First Aid Kit

Our First Aid kit contains equipment as recommended on the First Aid course attended. We have a designated member of staff who is responsible for checked the kit every term and replacing where necessary. A record is kept in the First Aid box of the date checked.

In addition to the First Aid equipment we have a box of disposable gloves, aprons and a sick and bodily fluid bucket with items to safely dispose of this waste.

- 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 (please see separate Administering Medicines policy).
- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
- An Accident Book is filled in after each incident, this requires a parents signature, details the incident, date, time and any care given.
- Information in the Accident Book is collated every term and amount of accidents logged. If the same accident recurs regularly, a risk assessment is carried out.
- A mobile First Aid kit is used on outings.

Document Name	Revision Number	Revision
First Aid Policy	4	
	21/05/2017	
First Aid Policy	5	
	01/09/2019	