Froxfield Pre-School - First Aid Policy

All members of pre-school staff hold a current paediatric first aid certificate.

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 in ratio at all times, including on any outing. Any newly qualified staff will undertake a paediatric first aid qualification within three months 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 contains the following items:

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
  - 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.
- Eye Wash
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.
- Microporous Tape
- A pair of First Aid Scissors
- Face Shield x 1
- Alcohol Free Wipes x 10

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 thermometer.
- A supply of ice is to be kept in the freezer.

- Information about who has completed first aid training and the location of the first aid box is provided to all staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed in the setting/made available to parents.
- 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 school who is responsible for checking and replenishing the first aid box contents.
- Medication is only administered in line with the school's 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 inform parents when they collect their child, unless the child is unduly upset or we have concerns about the injury. In which case the pre-school manager 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.
- If an ambulance is called for a child requiring emergency treatment, a member of staff will 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 sign any written form of consent required by the hospital authorities.
- Accidents and injuries are recorded in the pre-school accident record book.
- For serious accidents the Headteacher will follow the Hampshire Local Authority reporting and recording procedures.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2015)
- Basic Advice on First Aid at Work (HSE Revised 2012)
- Guidance on First Aid for Schools (DfE Revised 2014)
- First Aid Management Record (Pre-school Learning Alliance 2016)
- Accident Record (Pre-school Learning Alliance 2017)
- Medication Administration Record (Pre-school Learning Alliance 2017)

This policy was adopted by	Froxfield Pre-School
On	May 2026
Date to be reviewed	May 2027
Signed on behalf of the provider	
Name of signatory	Mrs Vickie Farrow
Role of signatory (e.g. chair, director or owner)	Headteacher