

## 3.2 First aid

### Policy statement

At The Learning Meadow, we are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least two adults with a current paediatric first aid certificate are on the premises, or on an outing, at any one time. Newly qualified staff who achieved an early years 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*

At The Learning Meadow we have several First Aid kits which are regularly checked and restocked when required by the Manager and Deputy Manager.

These first aid kits can be found:

- In the lodge next to the bi-folding door entrance. This is the main kit and contains the ear thermometer and strip thermometers.
- In the dining room hanging on the back wall
- In the caravan
- In the donkeys shed
- In the tack room
- In the fire bag hanging the snug

Each staff member carries a bum bag and in these they have a small supply of plasters, mouth shield, gloves, tissues, whistle, anti-septic wipes and antibacterial hand gel. It is the individual staff members responsibility to ensure they keep their bum bags stocked.

- Information about who has completed first aid training and the location of the first aid box is provided to all our staff, volunteers and students. A list of staff and volunteers who have current PFA certificates is displayed on the setting parents information board and in the office.
- The first aid box's are easily accessible to adults and are kept out of the reach of children.
- 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 complete an accident form on our ey log system which is instantly published and sent to the child's parents via email. The parents then sign this from home which is recorded on the system.
- Our head bump policy also extends to contacting the parents, giving the child a wristband with the time of incident and a guidance sheet for parents.
- We will still discuss any accidents or incidents when parents collect their child.
- If after an accident a child is unduly upset or we have concerns about the injury 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.
- 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 ey log 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)

This policy was adopted by	The Learning Meadow	<i>(name of provider)</i>
On	October 2018	<i>(date)</i>
Date to be reviewed	October 2019	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	Dawn Pirie	
Role of signatory (e.g. chair, director or owner)	Owner/Manager	

## Review record.

Date reviewed	comments	Sign	Next review
Oct 2019	No updates	DP	Oct 2020
Oct 2020	Updates of more first aid kits	DP	Oct 2021
Nov	Updates new supplies in bum bags and fire bag	DP	Nov 2022