



# ACCIDENTS AND EMERGENCY TREATMENTS

Long Bennington Pre-School

Registered Charity: 1157300

## **Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills**

3.25. At least one person who has a current paediatric first aid certificate must be on the premises and available

at all times when children are present, and must accompany children on outings.

## **Health**

3.51. 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

**Person responsible for checking and stocking first aid box:** *Julie Knapton Butler*

The setting provides care for children and promotes health by ensuring emergency and first aid treatment is given as required. There are also procedures for managing food allergies see *Allergies and food intolerance*

- Parents consent to emergency medical treatment consent on registration.
- At least one person who has a current paediatric first aid (PFS) certificate is on the premises and available at all times when children are present who regularly update their training; First Aid certificates are renewed at least every three years.
- All members of staff know the location of the First Aid box, the contents of which are in line with current guidance.

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.
- Conforming bandage x 1
- Sterile dressings:
  - Medium x 6.
  - Large x 3.
- Composite pack containing 40 assorted (individually-wrapped) plasters x 1.
- Low adherent dressing x 5
- Gauze swabs (pack 5) x 10
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
- Burn dressing x 1
- Finger dressing x 1
- Foil blanket x 1
- Face shield x 1
- Wipes (individually wrapped) x 20
- Container of 6 safety pins x 1.
- Pair of scissors x 1
- Tweezers
- Adhesive tape
- Guidance card as recommended by HSE x 1.

- 6 pairs of disposable plastic (PVC or vinyl) gloves.
  - 1 plastic disposable apron.
  - Clinical waste bag x 1
  - A children's forehead 'strip' thermometer.
  - A cold compress is kept in the fridge.
- 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 available to parents- please see the 'Staff Certificates' file (kept in the office).
  - The first aid box is easily accessible to adults and is kept out of the reach of children on the windowsill in the Pre-school room.
  - 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 *Administration of 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. collect the child or take them home and seek further advice from NHS 111.

### **Serious accidents or injuries**

- An ambulance is called for children requiring emergency treatment.
- First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, *Death of a child on site* procedure is implemented and the police are called immediately.
- The registration form is taken to the hospital with the child.
- Parents or carers are contacted and informed of what has happened and where their child is being taken to.
- The setting managers arranges for a taxi to take the child and carer to hospital for further checks, if deemed to be necessary.

### **Recording and reporting**

- In the event of a serious accident, injury, or serious illness, the designated person notifies the designated officer using *Confidential safeguarding incident report form* as soon as possible.
- The setting's line manager is consulted before a RIDDOR report is filed.
- If required, a RIDDOR form is completed; one copy is sent to the parent, one for the child's file and one for the local authority Health and Safety Officer.
- The trustees are notified by the setting manager of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care in order to be able to notify Ofsted and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, after consultation with the owners/directors/trustees, inform local child protection agencies of these events

### **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 \(DfE Revised 2014\)](#)