

Policy

15 June

First Aid

2017

Owner: Tony Dooling
J:\StudentServices\DepartmentResources\StudentServicesPolicies&Procedures\Early
YearsCentre\First Aid V.1\June 2012

Update Due
June 2018

Title: First Aid

From: Early Years Centre

Date: reviewed 15th June 2017

In our Centre all qualified staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult.
--

At the Early Years Centre we have at least two trained first aiders are on the premises at any one time. All of our qualified staff have a current paediatric first aid certificate. This first aid qualification includes specific training for infants and young children.

All trained staff with a valid first aid certificate will act promptly and calmly to prevent situations becoming major issues

There are five first aid boxes situated throughout the Centre two are on the ground floor, two are on level one and one box is in the office for outings and trips out of the Centre. Our First Aid boxes are easily accessible to adults and are kept out of the reach of children.

See attached sheet for contents for each first aid box.

Also note

- No un-prescribed medicines are kept in the box.
- At the time of admission parents sign a consent form allowing staff to take their child to the nearest accident and emergency unit to be examined
- Treatment is sought if needed.
- Parents will be informed
- Any accidents will be recorded and parents will sign the form to acknowledge they have been informed (a copy of which will be kept in the child's record).
- Any accidents that happen while the child is not in our care parents will be asked to sign an 'accident at home form' (a copy of which will be kept in the child's record).
- All staff will be expected to attend a first aid course and it is their responsibility to renew the qualification every three years.
- Our accident / incident records are reviewed monthly to identify any potential or actual hazards.
- All staff know where the accident forms are kept and how to complete them. They are kept in a safe and accessible place.
- Newly qualified staff will be booked onto and complete pediatric first aid within 3 months of qualifying their level 2 or 3 NVQ.

Any staff at the Centre who do not hold a valid first aid certificate will not be able to administer first aid or give medication to a child.

If incidences of non-compliance do occur, this will be dealt with on a case by case basis and we will liaise with the University HR department. This may result in disciplinary procedures being followed.