3.2 First aid

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 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. If students are on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) are to be included in the ratios, they will also need a valid paediatric first aid certificate.

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 kits
Our first aid kits are accessible at all times and fully stocked.

In addition, the following equipment is kept:

- Disposable plastic (PVC or vinyl) gloves.
- Plastic disposable aprons.
- An infrared thermometer.
- Cold compress packs are kept in the freezer.
- Information about who has completed first aid training and the location of the first aid boxes is provided to all our staff and volunteers.
- The first aid boxes are easily accessible to adults and kept out of the reach of children.
- The first aid boxes contents are regularly checked and restocked as necessary.
- 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 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. 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 seek emergency medical advice for their child.
- Accidents and injuries are recorded on specific forms 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.

This policy was adopted by	Springfield Bees Pre-School
On	15/12/25
Date to be reviewed	15/12/26
Signed on behalf of the provider	
Name of signatory	
Role of signatory (e.g. chair, director or owner)	