



First Aid Policy

Pre-school Manager: Nicky Benson-Dare

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.

Statement

At St Peter's Busy Bees Pre-school, staff are able to take action to apply first aid treatment in the event of an accident or incident involving a child or adult. At least one member of staff with a current paediatric first aid certificate is on the premises, or on an outing, at any one time. The first aid qualification includes first aid training for infants and young children. We attend first aid training that is local authority approved and is relevant to staff caring for young children.

Aim

We aim to ensure the safety and well-being of all children in our care. In the event of an accident or incident where a child needs to be given first aid we aim to preserve life, prevent worsening and promote recovery.

The policy is written with the understanding that prompt and appropriate first aid can save lives and prevent minor injuries becoming major ones.

Procedures

The legal requirements for providing first aid in a pre-school, as set out by the EYFS Statutory Framework, are

(3.25)

- At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings.
- The certificate must be for a full course consistent with the criteria set out in Annex A.
- PFA training must be renewed every three years and be relevant for workers caring for young children and where relevant, babies.
- Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.
- All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting.
- Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

The number of first aiders should be sufficient to ensure that provision will be maintained during both planned and unplanned staff absences such as holiday and sickness.

With this in mind:

- All staff will be paediatric first aid trained within 1 year of permanent employment, unless staff numbers necessitate it being earlier.
- There will be at least 2 members of staff with paediatric first aid training in the setting at any time.
- First aid training will be updated as required using an Ofsted approved training company.
- The most senior staff member will assume the lead role when dealing with any serious accident or emergency within the setting.
- All staff are to be made aware of any injuries that are sustained by any other adult or child in the setting.
- In the event of an accident, an accident form is to be completed and a signature obtained from the child's parent/carer.
- If an incident takes place with another child, an incident form is to be completed for both parties, ensuring that confidentiality is maintained at all times. Signatures are to be obtained from both parties.
- If a child arrives at school with an injury, e.g. a bruise, a home injuries form is to be completed by the parent and signed and dated, if it is not brought to our attention at the start of the session, a form is to be completed by the child's key person and a signature obtained at collection from the parent or carer.

It is the overall responsibility of the Pre-school Manager to:

- Ensure that Busy Bees has the correct number of first aiders as stated in the Statutory Framework, and appropriate training is provided and completed as needed.
- In the case of a serious injury, illness or death ensure that the relevant Health and Safety reports are completed and made available to the appropriate external authorities including Ofsted within 14 days of the incident.
- Be aware of all accidents and injuries relating to all children and adults within the setting, ensuring all the relevant reports are completed and retained.
- Ensure that an ambulance is called if necessary.
- Ensure no child or adult is transported to hospital in another staff member's car.
- Ensure that all parents are aware of this policy.
- Check and audit all accident, home injury and incident documents on a termly basis. This will form part of the termly risk assessment.

- Ensure the first aid box is kept fully stocked for both adults and children's needs, and is accessible at all times.

It is the responsibility of all staff to:

- Complete the first aid training provided.
- Provide first aid in accordance with the training received.
- Notify the parents of all accidents and injuries, ensuring they sign the relevant form at the end of the session.
- Notify the parents immediately in the event of the child sustaining a HEAD injury.
- Provide first aid on external trips as required, ensuring the first aid kit is taken on such outings.
- Ensure that an ambulance is called if necessary.
- Ensure that all parents are aware of this policy.
- Ensure the first aid box is kept fully stocked for both adults and children's needs, and is accessible at all times.

It is the responsibility of the parents/carers to:

- Notify staff and complete the home injuries form, detailing any injury a child sustained prior to the arrival at the setting.
- Notify the manager of any changes to contact details.

To meet the EYFS legal requirements as set out by OFSTED and the Early Years Foundation Stage we have constant regard to ANNEX A of the Statutory Framework

Annex A: Criteria for effective Paediatric First Aid (PFA) training

1. Training is designed for workers caring for young children in the absence of their parents and is appropriate to the age of the children being cared for.
2. Following training an assessment of competence leads to the award of a certificate.
3. The certificate must be renewed every three years.
4. Adequate resuscitation and other equipment including baby and junior models must be provided, so that all trainees are able to practice and demonstrate techniques.
5. The **emergency PFA** course should be undertaken face-to-face⁷¹ and last for a minimum of 6 hours (excluding breaks) and cover the following areas:

- Be able to assess an emergency situation and prioritise what action to take
- Help a baby or child who is unresponsive and breathing normally
- Help a baby or child who is unresponsive and not breathing normally
- Help a baby or child who is having a seizure
- Help a baby or child who is choking
- Help a baby or child who is bleeding
- Help a baby or child who is suffering from shock caused by severe blood loss (hypovolemic shock)

6. The **full PFA** course should last for a minimum of 12 hours (excluding breaks) and cover the elements listed below in addition to the areas set out in paragraph 5 (the emergency PFA training elements outlined in paragraph 5 should be delivered face to face).

- Help a baby or child who is suffering from anaphylactic shock
- Help a baby or child who has had an electric shock
- Help a baby or child who has burns or scalds
- Help a baby or child who has a suspected fracture
- Help a baby or child with head, neck or back injuries
- Help a baby or child who is suspected of being poisoned
- Help a baby or child with a foreign body in eyes, ears or nose
- Help a baby or child with an eye injury
- Help a baby or child with a bite or sting
- Help a baby or child who is suffering from the effects of extreme heat or cold
- Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions
- Understand the role and responsibilities of the paediatric first aider (including appropriate contents of a first aid box and the need for recording accidents and incidents)

7. Providers should consider whether paediatric first aiders need to undertake annual refresher training, during any three year certification period to help maintain basic skills and keep up to date with any changes to PFA procedures.

- Understand the role and responsibilities of the paediatric first aider (including appropriate contents of a first aid box and the need for recording accidents and incidents)
7. Providers should consider whether paediatric first aiders need to undertake annual refresher training, during any three year certification period to help maintain basic skills and keep up to date with any changes to PFA procedures.