**Neatishead and Barton Pre-School**

**First Aid Policy**

At all times our employees will co-operate fully in implementing health and safety initiatives. They will do everything possible to make sure injuries do not occur to themselves or to others. We expect our employees to take responsible care of their own health and safety at all times.

**First Aid**

* A first aid box is always available in the kitchen which is stocked according to Health and Safety requirements. This is checked weekly by **Nicola Painter**.
* The first aid box is easily accessible to adults and is kept out of the reach of children.
* At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval on their child’s admission form. If there are other medical and first aid adaptations that are required, then staff will ask parents to complete a care plan which details further medical information.
* At least one member of staff with a current first aid qualification is on the premises at all times. The manager ensures that the setting Training Record is kept up to date and that future requirements for first aid training are considered and booked via the portal.

**In the event of an accident:**

* An accident form will be completed and signed by parents/carers on collection. An A is written by the side of the child’s name in the daily sign in sheet.
* Gloves and apron will be worn when dealing with blood or any other bodily fluids.
* No plasters can be used, unless parental consent has been given on the child’s admission form.
* Parents will be informed immediately if further medical attention is required
* Inform Ofsted if a child or adult goes to hospital for treatment following an accident. 0300 123 1231.
* In the event that the child needs to be taken to hospital by ambulance and the parent/carers or emergency contacts cannot be contacted or cannot get there in time, a member of staff/committee member will accompany the child in the ambulance and remain with them at the hospital until the parent/carers arrive\*

\***This is only possible if ratios allow and if parents have indicated their permission on their child’s admission form\***

An audit of accidents will be carried out by staff to monitor and identify patterns of accidents and implement ways to address any areas of concern.

**Links to other relevant policies**:

* Safeguarding Children policy

Signed on behalf of the Committee

Name of Signatory

Role of Signatory

Date

Date to be reviewed