



Ladybirds Preschool First Aid Policy (Revised 4th December 2024)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

At Ladybirds Preschool 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 year's 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. 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 Box, Accident Book and Medication are kept in the kitchen. EpiPens and Inhalers are kept in a box out of the reach of children in the kitchen area, unless they need to be refrigerated in which case they will be kept securely in the fridge. Medicines prescribed by a doctor for named children are stored in a box out of the reach of children in the kitchen or stored in the refrigerator as required.

Kylie Brown is responsible for checking and replacing the contents of the First Aid Box. Parents sign their consent at registration allowing staff to take their child to the nearest Accident and Emergency unit to be treated on the understanding that they have been informed and are travelling there.

The first aid box contains:

- One first aid guidance card
- individually wrapped sterile plasters in assorted sizes, including hypoallergenic plasters
- sterile eye pads
- four individually wrapped sterile triangular bandages
- six safety pins
- two large, individually wrapped, sterile, unmedicated wound dressings
- six medium-sized, individually wrapped, sterile, unmedicated wound dressings

- disposable gloves
- scissors, tweezers.
- adhesive tape
- disposable aprons
- individually wrapped non-alcoholic moist wipes
- digital thermometer
- one resuscitation face shield
- 1 litre of sterile water (cleaning wounds)
- Sterile water pouches for eye irrigation.
- Cold packs.

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.

☐ Minor head injuries/bumps to the head. If a child bumps their head at pre-school we telephone the parents to inform them, if the injury is severe we ask the parents to collect their child, seek medical advice and observe their child at home for 48 hours. If your child bumps their head at home, please do not bring your child into preschool until 48 hours have elapsed.

☐ 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 take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.

☐ Accidents and injuries are recorded on our accident record book, 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.

Legal framework

- 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 (DfEE Revised 2014)

Qualified First Aiders are:

Kylie Brown

Sam Coley

Certificates are located in the Managers file.

Other Related Policies & Procedures

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Administration of Medicines Policy*
- *Admissions Policy*
- *Adverse Weather Policy*
- *Anti-bullying Policy*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Complaints Policy*
- *Confidentiality & Client Access Policy*
- *CPD Policy*
- *Critical Incident Policy*
- *Daily Running Policy*
- *Diversity & Equality Policy*
- *Employment & Staffing Policy*
- *Equal Opportunities Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *Food & Drink Policy*
- *GDPR Policy*
- *Health & Safety Policy*
- *Infection Control Policy*
- *Information Sharing Policy*

- *Key Person & Settling In Policy*
- *LADO Policy*
- *Lockdown Policy*
- *Managing Children & Staff Allergies Policy*
- *Medicine Audit Policy*
- *Nappy Changing Policy*
- *No Smoking Policy*
- *Outdoor Play Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Parents Alcohol & Drug Misuse Policy*
- *Physical Contact & Handling Policy*
- *Physical Environment Policy*
- *Positive Behaviour Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Special Education Needs & Inclusion Policy*
- *Staff Alcohol & Drugs Misuse Policy*
- *Staff Behaviour Policy*
- *Staffing & Volunteers Policy*
- *Suitable Persons Protection*
- *Usage, Storage & Retention Policy*
- *Vaccination Policy*
- *Working in Partnership Policy*

December 2024

Review Date: December 2025

This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy

This Notice was adopted by the committee on 11/12/2024

Signed: *Jean De Paris*_____

Reviewed Date: 11/12/2025

Signature: *N L Mann-Rae*

Amendments: N/A

Reviewed Date: 30/07/2026

Signature: *N L Mann-Rae*

Amendments: Removed ex staff members names, add S Coley to list of first aiders