



# CENTRAL@RLK

## POLICIES AND PROCEDURES

### 3.2 - FIRST AID

#### Policy Statement

At Central@RLK, staff members are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with a current 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. Central@RLK aims to ensure that first aid training is local authority approved and is relevant to staff members caring for young children.

#### Procedures

##### *The first aid kit*

Central@RLK has five first aid kits; one for use in each of the play rooms and one in the reception office. A first aid kit is accessible at all times, complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items:

- Triangular bandages x 3
- Sterile Triangular Bandage x 1
- Sterile dressings:
  - Small x 3.
  - Medium x 3.
  - Large x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) x 2.
- Container of (at least) 6 safety pins x 1.
- First Aid Guidance Card x 1.
- Disposable Gloves x 2.
- Disposable Apron x 1.
- Forehead Thermometer.

In addition to the first aid equipment, each box will be supplied with:

- Moist Alcohol Free Wipes x 5.
- Sterile Trauma Hydrogel Burn Dressing x 1.
- Face Shield (for resuscitation) x 1.
- Absorbent Powder x 3.
- Bio Hazard Waste Bags x 3.



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- The first aid box is easily accessible to adults and is kept out of the reach of children.
- When on an outing, the first aid box from the relevant room will be taken.
- Parents sign a consent form at registration allowing staff to administer a 'one-off' dose of paracetamol based product in accordance with the manufacturer's guidelines and the setting's policy on the administration of medicines.
- At the time of each child's admission to the setting, parents' written permission for obtaining emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

### Legal framework:

- Health and Safety (First Aid) Regulations (1981)

### Further guidance:

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DfEE)

### Other useful Pre-school Learning Alliance publications:

- Medication Record (2010)

This policy was adopted at a meeting of	Central@RLK
Held on	27 <sup>th</sup> July 2015
Date to be reviewed	July 2016
Signed on behalf of the management committee	
Name of signatory	Rebecca Davies
Role of signatory (e.g. chair/owner)	Chairperson