



Health

1.4 Accidents and emergency treatment

Policy statement

- We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All staff members obtain a current first aid certificate on the premises as part of their compulsory training requirements and (PFA) certificate **must** always be on the premises and available. The first aid qualification includes first aid training for infants and young children. We ensure that the training provider who delivers PFA training to our staff are competent.
- Students and trainees that have PFA training may be included in ratios at the level below their level of study if we are satisfied that they are competent and responsible.
- First Aid certificates are renewed at least every three years. In line with the EYFS, all staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work to be counted in ratios.

Procedures

The first aid kit

Our first aid kit is accessible at all times situated in the main play room and contains the following items

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
 - Small x 2.
 - Medium x 4.
 - Large x 2.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.

In addition, the following equipment is kept near to the first aid box:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead digital thermometer.
- Blue tape adhesive
- 1 Burn dressing
- Crepe Bandage

- Antibacterial wipes
- Micro pore tape
- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed throughout the setting/made available to parents and staff.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- There is a named person in the setting who is responsible for checking and replenishing the first aid box contents **(Karen Robinson)**
- 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.
- If the parents/carers do not arrive at the setting before the ambulance sets off for the hospital, a member of staff accompanies the child and remains with them until the parent/carer arrives.
- 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 in 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.

This policy was adopted by

Sunnybank pre-school

Adopted on

24/11/2021

Date reviewed

04/09/2025

Date for next review

17/05/2026

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)