

# Coniston Early Years Centre Policy Document

## **Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills**

At least one person who has a current paediatric first aid certificate is on the premises at all times when children are present and must accompany children on outings.

### **Health**

Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment.



## 3.2 First Aid

### **Policy Statement.**

At Coniston Early Years Centre staff 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. We aim to ensure that first aid training meets the current legal requirements and is relevant to staff caring for young children. We aim to have all staff trained in first aid at all times.

### **Procedures**

#### *The first aid kit.*

Our first aid kit is accessible at all times, complies with the latest Health and Safety (First Aid) Regulations 1981 and contains the recommended items as prescribed by the most recent legislation.

- The first aid boxes are easily accessible to adults and are kept out of reach of children.
- We have three first aid kits and they are located as follows:
  - In the main pre school room the first aid kit is located on the unit nearest the exit so that it is easily accessible in the event of an emergency evacuation and is also relatively central to all rooms.
  - In the kitchen the first aid kit is located near to the food preparation area.
  - The third kit is located in the outings bag in preparation for planned and spontaneous outings.
  - The fourth kit is located in the children's changing shed in the garden
  - The fifth kit is located in the staff room
- No un-prescribed medication is given to children, parents or staff.
- COVID19 and other pandemic illness - Staff are able to get tested for COVID at local centres and it is recommended this take place twice a week but it is only a

recommendation and not a statutory requirement. If any member of staff is displaying signs of COVID they will be sent home and advised to get a COVID test (Not lateral flow) they are asked to send the results of their test through for our records. If a member of staff tests positive for COVID19 then we will immediately contact PHE and follow their guidance. We will also notify Ofsted as we are required to do so within 14 days of a positive test.

- PPE is available for all staff and should be worn if they are dealing with a suspected case of COVID19 at any point.
- 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 1997)
- Basic Advice on First Aid at Work (HSE 2006)
- Guidance of First Aid for Schools: A Good Practice Guide (DFEE)

### **Other useful Pre-School Learning Alliance publications**

- Medication Record (2010)