

Promoting health and hygiene

First aid



Policy statement

- All staff at Rudgwick Pre-school are Paediatric First Aid trained, this is (where ever possible) renewed every three years. This information is displayed in the setting and made available to parents. Staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult.

All accident reports are recorded on Tapestry ensuring parents receive the information on the day, this is signed on collection of the child.

Procedures

- Medication is only administered in line with Administering Medicines policy.
- “Peppa Pig” cold packs are kept in fridge for minor bumps.
- 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 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 then contact parents immediately and inform them of what has happened and where their child has been taken.

The first aid kit

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items only:

- Triangular bandages (ideally at least one should be sterile) - x 2 (min).
- Sterile dressings, several in assorted sizes.
- Composite pack containing 20 assorted (individually-wrapped) plasters 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing 2.
- 6 safety pins 1.
- Guidance card as recommended by HSE 1.

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

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 resuscitation mouth guard
- 1 plastic disposable apron.
- a children’s forehead ‘strip’ thermometer.
- 1 roll of cling film (for burns)
- The first aid box is easily accessible to adults and is kept out of the reach of children.

- Its contents are regularly checked ensuring all items are restocked taking into account used items and expiry dates. Person responsible for checking is Rosie Miles.
- No un-prescribed medication is given to children, parents/carers or staff.
- At the time of admission to the setting, parents'/carers' written permission for emergency medical advice or treatment is sought. Parents/carers sign and date their written approval.
- Parents/carers sign a consent form at registration allowing staff to take their child to the nearest Doctors Surgery/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 doctors or hospital.

Legal framework

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

Further guidance

- 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 (DfE Revised 2014)

This policy was adopted at a meeting of	Rudgwick Pre-school
Held on	<hr/> 17 th March 2026
Date to be reviewed	<hr/> 17 th March 2028
Signed on behalf of the management committee	<hr/> <i>Laura Thornber</i>
Name of signatory	<hr/> Laura Thornber
Role of signatory	<hr/> Chairperson

Other useful Pre-school Learning Alliance publications

- With guidance on the EYFS requirements (2015) First Aid Management Record (2016)
- Accident Record (2017)
- Medication Administration Record (2017)
- Accident Record for recording and reporting accidents involving children (2013)
- Medication Administration Record