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**First Aid Policy**

**Rationale**

The Health and Safety (First Aid) Regulations 1981 impose duties on the employer to provide facilities and equipment that enable first-aid to be rendered to employees if they are injured or become ill at work.

* To provide effective first aid care to children, staff and visitors whilst on the nursery premises and during visits off site such as trips and outings.

**Aim**

To provide guidance on first aid facilities in compliance with statutory duty which may help prevent deterioration of injury or illness.

**Objective**

* Provide sufficient numbers of first aid personnel
* Provide sufficient first aid equipment to deal with accidents and injuries
* Ensure employee training meets with statutory requirements
* Provide first aid to non-employees (children and parents/visitors)
* Make sure all accidents/incidents that require first aid, are recorded and information is passed to the relevant bodies.

**Guidelines**

**First Aid personnel and training**

* Training must be up to date
* Ensure certificates for first aiders are valid (renewed every 3 years)
* Notices should be displayed advising names of first aiders within the centre
* A Staff Qualification certificate is kept on the training wall.

**Equipment**

* Notices should be displayed advising of location of first aid boxes
* Box locations should be clearly signposted (white lettering on a green background)
* A small travelling first aid kit should be available
* Regular inspection of boxes should be carried out ensuring equipment used is replaced and resources are within date
* First Aiders ensure that the first aid boxes and outings first aid kits are complete and that items contained within are current and in date.

**Recording**

* The staff member who responds to the accident/incident of child is responsible for ensuring that all injuries and first aid treatments are recorded on the accident/incident sheet and signed by parent/carer.
* If a Child requires further treatment for an injury out with the centre, this must be recorded on a Health and Safety Incident Form, by the responding member of staff and member of Management.
* If a child receives an injury above the neck, their parent must be informed and given the opportunity to collect them and seek medical advice.
* Any injury obtained by a staff member or visitor must be recorded in a **Health and Safety Incident Form.**

**Roles and Responsibilities**

* Named adult First Aider: Jacqueline Burns (Team Leader)

Success Criteria

The policy and guidelines will support the establishment staff in complying with relevant legislation and in providing suitable first aid to staff and visitors.

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| Policy Updated: | February 2021 |
| Policy to be Reviewed | February 2024 |