



# FIRST AID POLICY

**AIM**  
To ensure that staff have the necessary training and equipment to administer first aid to children, and to ensure that children can be treated appropriately in the event of first aid being needed.

**Training**  
It is the intention of New Millside Pre-school that all staff attend a 12 hour paediatric first aid course as soon as possible after starting with the setting and that all staff update the training every 3 years. There is a least one trained member of staff in attendance at each session.

**Parental Permission**  
All parents are required to sign the terms and conditions form prior to their child starting at the setting giving permission for their child to receive emergency First Aid from staff or health professionals.

**Accident Forms**  
An accident form is completed whenever a child has a bump or injury that requires treatment (including a cold compress). Parents or carers are required to sign the form at collection time.

**Pre-existing Injury**  
Parents are expected to inform staff if their child has any injuries / accidents that have occurred outside of pre-school and complete the appropriate form.

**First Aid Box**  
The first aid box is stored within easy reach of all on the wall in the main room. The box is checked regularly to ensure that the contents are correct and in date, this is carried out by **Nazia Shaheen**. Any prescribed medication is kept completely separate from the first aid box in a medical box, locked and in the office - only adults may access this – please see the Administering of Medicine Procedure for further information regarding medication.

**Medication**  
Any medication that requires refrigeration will be kept in the locked kitchen fridge.  
ONLY medication prescribed for a child by a doctor, dentist, nurse or pharmacist will be administered.

**Asthma**  
Children with prescribed asthma medication are required to have their medication with them in pre-school at all times, and including details of how to use it, this is to be kept in the medical box - please see the Administering of Medicine Procedure for further information regarding medication.

**Further Medical Assistance**  
Should further medical aid be necessary, the setting will contact the emergency services and the parents of the child immediately. In cases where the child may need to be admitted to hospital, a member of staff will travel with the child and remain with them until the parents or carers arrive - the staff member will remain mindful of our safeguarding procedures at all times and remaining staff will organise emergency cover if ratios of adults/children are compromised as a result. Medical help would always be sought immediately if a child were to lose consciousness.