

## First Aid Policy

### Statement

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult.

### Procedures

At least one member of staff with current first aid training is on the premises at any one time and on an outing each group is assigned a first aid trained member of staff with a designated first aider overseeing the whole. We undertake approved Paediatric First Aid training.

We have two first aid kits in the setting, one located in the kitchen and the other in the cloakroom. The first aid boxes are easily accessible to adults and are kept out of the reach of children. These are identifiable by their green colour and white cross.

A designated member of staff checks the contents of the first aid kits every half term and after an emergency. A checklist is kept in the kitchen and the designated person writes a replenishment list in the ESPO book and initials the checklist.

All staff are required to attend Paediatric First Aid training and renew every 3 years. Staff are also required to cascade any new information back to the setting regarding first aid procedures.

Parents sign their child's medical form at registration giving consent for their child to be taken to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that the setting has made every effort to contact parents and emergency contacts.

After School Club also carry a mobile First Aid kit.

See also *Administering Medication* policy