

## KLOISTERS KINDERGARTEN

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

#### FIRST AID

At Kloisters Kindergarten staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. We MUST have at least one person who has a current Paediatric First Aid certificate on the premises and available at all times when children are present, and MUST accompany children on outings. The First Aid Qualification includes First Aid training for infants and young children.

Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30<sup>th</sup> June 2016 also have a Paediatric first aid certificate in order to be counted in the adult:child ratios. We have due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

We believe it is imperative to have more than 1, and listed below are the current staff that are first aid qualified:- WE HAVE BEEN AWARDED A PLATINUM AWARD FROM TIGERLILY (OUR TRAINING PROVIDER) FOR HAVING OVER 90% OF OUR STAFF, PAEDIACTRIC FIRST AID QUALIFIED (ADVERTISED IN OUR LOBBY AND ON OUR WEBSITE: [www.kloisters.co.uk](http://www.kloisters.co.uk))

Nikki Bromley

April Jones

Chloe Scott

Anya Parsons

Sian Deville

Ashleigh Marie-Elmer

Monique Didlof

Tiffany Stenhouse

Kerry Thorpe

Laura Corcoran

Megan Fuller

Stephanie Brooks

Ashleigh Montgomery

Shenice Waters

Jennifer Bond

Shane Bravi

Susan Smith

(Full list of staff who have current PFA certificates is displayed in the office/setting and is made available to parents/carers)

Our first aid equipment is stored underneath the sink in the kitchen and it fully complies with the Health and Safety (First Aid) Regulations and contains the following items only:

- . Guidance card x 1
- . At least 20 individually wrapped sterile adhesive dressings
- . Sterile eye pads with attachment x 2
- . Triangular bandages x 4

- . Safety pins x 6
- . Small sterile unmedicated dressings x 3
- . Medium sterile unmedicated dressings x 3
- . Large sterile unmedicated dressings x 3
- . Alcohol free cleansing wipes (at least 6)

Also included is a First Aid contents card and guidance of the use of asthma inhalers and Epipens. In addition to the First Aid equipment, disposable gloves and aprons are in close proximity. The temperature thermometers are stored in the locked medication cupboard in the kitchen. Cold compress ice packs are kept in the fridges in the kitchen. We also have an adult/pediatrics CPR mask and a fully-automatic defibrillator that is stored on the office wall next to Reception. Full staff training for 16 members of staff in the use of the defibrillator took place on January 25<sup>th</sup> January 2017.

- . The First Aid equipment is easily accessible to adults (separate small supply for offsite use i.e. football coaching, community garden visits), kept out of the reach of children.
- . No un-prescribed medication is given to children, parents or staff and medication is only administered in line with our Administering Medicines Policy.
- . If possible it is the responsibility of the parents to administer any prescribed medication, but if this is not feasible we would need the medication clearly marked with the child's name, dosage and any instructions.

Then we would need written authority to be obtained from the parents, giving clear instructions about dosage, administration of the medicine and permission for a member of staff to follow instruction. She/he must check these details to ensure name of medicine, quantity and time to be administered are filled in and that they have been signed and dated, this will all be recorded in our Medication Record Book.

Before administering the medicine it should be double checked for the correct name of the child, the name of the medicine, the quantity and time to be administered. A witness must also check these details and be present when administering the medicine.

After this the medicine form must be filled in and signed by the person administering the medicine and the witness, and when the parent/carer collects the child they must sign the medication form and be given any remaining medicine back. But a child will only be admitted back into Kindergarten if they are on the last day or two of their prescribed medication. All medicine should be stored in either the fridge or the high medication cupboard in the kitchen depending on the storage details, out of the reach of children.

Any emergency medication such as inhalers should be available at all times and be kept in the medication cupboard in the kitchen. This medication should be administered only when necessary.

At the time of each child's admission to the setting, parents' written permission for obtaining emergency medical advice or treatment is sought. Parents/carers sign and date this approval on the understanding that parents have been informed and are on their way to the hospital.

In the case of minor injury or accidents, first aid treatment is given by a qualified first aider. 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 we will contact the child's parents for clarification of what they would like to do, i.e. whether they wish to collect their child and/or take them to their own GP.

Accidents and injuries are recorded in the child's class accident book, where applicable, notified to the Health and Safety Executive, Ofsted and/or Medway Safeguarding Board in line with our Recording and Reporting of Accident and Incidents Policy.

If a child is unwell or in extreme cases needs additional first aid treatment and needs transporting to the nearest Accident and Emergency department, two members of staff will be in attendance ( 1 to drive and 1 to care for the child whilst transporting). If an ambulance is called 1 member of staff will be in attendance.

**Staff medicines are the responsibility of the staff member and must be stored in the staff medication box in the medication cupboard in the kitchen, out of the reach of children.**

The Kindergarten will ensure that the first aid equipment is kept clean, checked and replenished/replaced as necessary. Nikki Bromley is responsible for these duties which are carried out on a monthly basis.

*Policy links – H & S (First Aid) Regulations 1981  
Recording and Reporting Accidents and Incidents Policy + Records  
Administration of Medication Policy + Records  
Managing children with allergies, or who are sick or infectious Policy  
Health & Safety Policy & Safeguarding Policies  
Risk Assessment Policy  
Confidentiality Policy  
Behaviour Policy  
Equal Opportunities Policy  
Physical restrictive intervention policy*

*Ofsted – 0300 123 1231  
Local Authority – Medway Early Years Service  
Insurance Policy underwritten by Ecclesiastical  
Insurance Policy Tel No: 0845 777 3322  
Insurance Policy No: KP01000078/790  
Riddor – www.hse.gov.uk*

This policy was amended by	Kloisters Kindergarten	(name of provider)
Reviewed on	27.11.18	(date)
Date to be reviewed	08/2019	(date)
Signed on behalf of the provider		
Name of signatory	Mrs N Bromley	

Role of signatory (e.g. chair, director or owner)

Manager