



## **First Aid Policy**

The First Aid procedure at Windsor Kindergarten is in operation to ensure that every child, member of the team and visitor will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that our team consists of qualified First Aiders and not trained doctors or nurses.

The Manager will ensure that Windsor Kindergarten has a current medical consent form for every child prior to their starting which also indicates any specific conditions or medications of which the Kindergarten should be aware. See also **Administering Medication Policy**.

NB: The term FIRST AIDER refers to those members of the team who are in possession of a valid Paediatric First Aid certificate or equivalent.

All of the team should be aware of the procedure to follow in the event of an accident.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for children, team members and visitors.
- To ensure that all of the team are aware of the system in place.
- That in the event of an emergency, the procedure is followed.

## **Arrangements for First Aid: Materials, Equipment and Facilities**

Windsor Kindergarten will provide the necessary materials, equipment, and facilities. The location of first aid boxes in the setting are, in the Parish Room, in the Windsor Room and Church Hall.

### **First Aid Kit contents:**

- First Aid Guidance Booklet
- Plasters – assorted sizes
- Medium and large sterile dressings
- Sterile eye pads
- Triangular bandage (sling)
- Safety pins
- Disposable gloves
- Crepe bandages
- Scissors
- Micropore tape

The contents of the first aid boxes will be checked on a regular basis. If supplies are running low when used by other members of the team it is their duty to inform the relevant First Aider. All First Aid boxes have a list of equipment to be kept in each of the boxes.

**FIRST AIDERS will:**

- Ensure that their qualification and insurance [provided by Windsor Kindergarten] are always up to date.
- Always attend to a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their first aid kits are adequately stocked and always to hand.
- Keep a record of each child / adult attended to, the nature of the injury and any treatment given. The Accident Book is kept in the Parish Room and Windsor Room and must be completed and then countersigned by the parent/carer.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a bag and sealed tightly before disposing of the bag in a bin.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are made aware of all head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either accompanied in the ambulance at the request of paramedics or followed to a hospital by a member of the team to act in loco parentis if a relative cannot be contacted.

The First Aider need not be the member of the team to accompany the casualty to hospital, however, an appropriate person should be sent. The manager will ensure that adult/child ratios are maintained.

**Using First Aid Equipment**

- Disposable gloves and apron must be worn when dealing with bodily fluids.
- All accidents must be recorded in the accident book and signed for by a parent/carer.

Where children, team members and parents are travelling out of the Windsor Kindergarten, a first aider will accompany each trip taking a portable first aid kit.

**All team members will:**

- Ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Reassure, but never treat a casualty unless that member of the team holds a valid Paediatric First Aid Certificate or know the correct procedures; such team members can start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Have regard to personal safety.

**The Manager or most senior member of staff will:**

- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.

THE EXECUTION OF THIS POLICY WILL BE MONITORED BY THE FIRST  
AIDERS AND MANAGERS.

**Policy reviewed September 2023**