Health and Safety

3.5 First aid policy

Policy statement

Tywardreath Preschool Playgroup staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All staff, students and volunteers hold a valid Level 3 Paediatric First Aid qualification, which is renewed every three years. At least one member of staff with current first aid training is on the premises or on an outing at any one time. The 12-hour face-to-face first aid qualification includes first aid training for infants and young children.

Procedures

The First Aid Kit

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items only:

- Triangular bandages (ideally at least one should be sterile) - x 4.
- Sterile dressings:
  a) Small (formerly Medium No 8) - x 3.
  b) Medium (formerly Large No 9) – HSE 1 - x 3.
  c) Large (formerly Extra Large No 3) – HSE 2 - x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x1.
- Sterile eye pads (with bandage or attachment) eg No 16 dressing x2.
- Container or 6 safety pins x1.
- Guidance card as recommended by HSE x1.

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- 1 pair of round ended scissors (to be used to cut clothing away only).
- Micropore tape.
- Foil blanket
- Sterile eye wash

The first aid box is easily accessible to adults and is kept out of the reach of children.
No un-prescribed medication is given to children, parents or staff.

Reviewed on: 25th October 2026

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

We keep a written record of accidents or injuries and first aid treatment. We inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given.

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