

2.1 FIRST AID

Policy Statement

Feltwell Playgroup staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children. All members of staff have completed First Aid training which is renewed every 3 years.

Procedures

Accidents

- The severity of any injury is assessed and a course of action is decided upon.
- Basic first aid is administered.
- One member of staff deals with the injury whilst other staff take charge of the rest of the group.
- If it is necessary to call an ambulance / parent, then the manager/deputy will do so.
- The time, date and injury will be recorded in the accident book. The parent will be asked to sign the accident book and will be given a copy of the report.

First Aid

- Feltwell Playgroup will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Any sterile items will be kept sealed in their packages until needed.
- The first aid box is kept in the main hall on the wall and is easily accessible to adults but out of the reach of children.
- We have a named member of staff (EMMA RICHENS) who is responsible for:
 - regularly checking the first aid box to ensure that it is kept fully stocked;
 - ensuring all items are in date and relevant.
- A note should be put into the first aid box if anything is taken out and used so that it can be replaced.
- Before starting Playgroup, parents fill in a medical consent form for their child that details what items are kept in the first aid box and gives permission for emergency medical advice or treatment to be sought.
- Our named member of staff (Emma Richens) checks through the completed medical consent form to ensure we are fully equipped to deal with any medical needs the child may have and ensures that all staff are aware of any first aid that should not be used on the child.
- Parents choose which items can be used on their child and date and sign to give permission.
- Please refer to the 'Administering Medicines Policy' for details of the action to be taken should a child require medication whilst in pre-school.

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:
 - Small (formerly Medium No 8) - x 3;
 - Medium (formerly Large No 9) – HSE 1 - x 3;
 - Large (formerly Extra Large No 3) – HSE 2 - x 3;
 - Plasters pack containing 20 assorted individually-wrapped;
 - Sterile eye pads (with bandage or attachment) x 2;
 - 6 safety pins;
 - Guidance card as recommended by HSE 1;

- In addition to the first aid equipment, we have available:
 - Disposable plastic (PVC or vinyl) gloves;
 - Plastic disposable aprons;
 - A digital forehead thermometer.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

This policy was adopted by

Feltwell Playgroup

On

20.01.2026

Date to be reviewed

(on or before) 20.01.2027

Signed on behalf of the provider

J.I.

Name of signatory

Jonathan Irving

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

Committee Chairperson