18. FIRST AID

Policy statement

At ASK, we are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one adult with a current first aid certificate is on the premises, or on an outing, at any one time. Newly qualified staff who achieved an early years qualification at Level 2 or 3 on or after 30 June 2016 also have a paediatric first aid certificate in order to be counted in the adult:child ratios. The first aid qualification includes first aid training for infants and young children. We have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

Procedures

The first aid kit *(HSE compliant)*

Our first aid kit is kept in the kitchen and is accessible at all times. It contains the following items:

- Triangular bandages (at least 1 sterile) x 4.
- Sterile dressings:
  - Small x 3
  - Medium x 3
  - Large x 3
- Composite pack containing 20 assorted individually wrapped plasters x 2.
- Sterile eye pads with bandage or attachment e.g. No 16 dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1

In addition, the following equipment is kept in or near to the first aid box:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A thermometer.
- Ice packs are kept in the freezer and cold packs are kept in the fridge.

- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers. A list of staff and volunteers who have current paediatric first aid certificates is displayed at ASK.

- The first aid box is easily accessible to adults and is kept out of the reach of children.
- There is a named person in the setting who is responsible for checking and replenishing the first aid box contents.
- Medication is only administered in line with our Administering Medicines policy.
- In the case of minor injury or accidents, a qualified first aider gives first aid treatment.
- In the event of minor injuries or accidents, 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 the child and/or take them to their own GP.
- An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken.
- Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
- Accidents and injuries are recorded in our accident record book and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.

This policy was adopted by:	ASK Kindergarten & Clubs
On:	May 07, 2026
Date to be reviewed:	May 07, 2027
Signatory:	Mark Stewart
Role of Signatory:	Owner & Ofsted Registered Provider