



Policy statement

At Home from Home Latton Bush, we are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All core staff hold current Paediatric Level 3 First Aid Certificates and all management also hold current First Aid at Work Certificates. 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

Our first aid kits are accessible at all times in each room and contains the following items

- Triangular bandages
- Sterile dressings:
- Assorted size individually wrapped plasters
- Sterile eye pads (with bandage or attachment)
- Container of safety pins
- Antiseptic wipes
- Guidance card as recommended by HSE

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

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's thermometer.
- A supply of ice packs are kept in the freezer in the Koalas room freezer
- 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 PFA certificates is displayed in each room of the setting.
- A first aid box is easily accessible to adults and is kept out of the reach of children in all rooms and in the staff kitchen cupboard.
- **Megan Morley** is the named person in the setting who is responsible for checking and replenishing the first aid box contents and recording this
- Medication is only administered in line with our Administering Medicines policy.

- In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
- In the event of minor injuries or accidents, we normally inform parents immediately via the Baby's Days app, they are then informed again when they collect their child, unless the child is unduly upset, or we have concerns about the injury. In which case we will phone 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.
- If a child has received a bump to the head, parents will be notified immediately, and the child will be monitored for any further signs of a head injury.
- 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. A member of management will accompany the child to hospital if parent(s)/ emergency contact hasn't arrived.
- Accidents and injuries are recorded on the Babys Days accident record 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.

Legal framework

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

Further guidance

- Guidance on First Aid for Schools (DfE Revised 2014)
- First Aid Management Record (Pre-school Learning Alliance 2016)
- Accident Record (Pre-school Learning Alliance 2017)
- Medication Administration Record (Pre-school Learning Alliance 2017)

Policy links

Our intention is for this policy to be read in conjunction with the following Home from Home Latton Bush Policies and Procedures:

- Administering Medicines
- Recording and Reporting of Accidents and Incidents

	Date:	By Whom?	Comments
Created	31 st January 2025	Chrissie Morley	New policy
Reviewed	12 th January 2026	Chrissie Morley	No changes