

Melbourn Playgroup and Out of School Club Policies

16. First Aid

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 x 1.
- Sterile eye pads (with bandage or attachment) eg No 16 dressing x 2.
- Container of 6 safety pins 1.
- Guidance card as recommended by HSE 1.

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

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- A thermometer.

The first aid box is easily accessible to adults and is kept out of the reach of children and is checked regularly.

The large gate to the school grounds allows access for an ambulance if needed. This gate is locked with a number padlock.

No un-prescribed medication is given to children, parents or staff without written permission.

- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is obtained. Parents sign and date their written approval.
- Parents will be informed at the earliest opportunity if emergency medical treatment is required for their child.

- Accidents will be recorded on Accident sheets, signed by parents/ A photocopy will be given to parents on request and the originals will be stored secured and reviewed for any necessary actions.

Legal framework

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

Further guidance

- First Aid at Work: Your questions answered (HSE 1997)
www.hse.gov.uk/pubns/indg214.pdf
- Basic Advice on First Aid at Work (HSE 2006)
www.hse.gov.uk/pubns/indg347.pdf

This policy was adopted at a meeting of	Melbourn Playgroup and Out of School Club CIO Management Committee
Held on	09/01/19
Date to be reviewed	2019-20 cycle
Signed on behalf of the management committee	
Name of signatory	Lisa Bamber & Janet Cottenden
Role of signatory (e.g. chair/owner)	Co-Chairs