First Aid

Policy statement

At Belfield Montessori our 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 person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and at least one paediatric trained member of staff will accompany children on outings.
We use a reputable first aid training company who provide relevant training for our staff caring for young children.
All staff who have achieved a level 2 or level 3 qualification on or after 30 June 2016 will have either a full PFA or an emergency PFA certificate within 3 months of starting work in order to be included in the required staff to child ratios at level 2 or level 3 in our setting.

All first aid training is renewed every 3 years.
We ensure there is at least 1 member of staff with a valid paediatric first aid certificate present whilst children are eating.

An accident form will be completed and the accident will be stored in the child's file. It states the time it happened, the date, how it happened, who provided the first aid, witnesses and it will be signed by the staff member, member of management and the parent/carer. If an Ambulance had to be called we log all relevant information such as which member of staff had to accompany the person, what time, who dealt with the Accident.

Procedures

The first aid kit

There is a first aid kit accessible at all times in all rooms including one in the kitchen and one in Reception.
Our first aid boxes contain the following items:

- Triangular bandages (ideally at least one should be sterile) x 2.
- 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.
- Composite pack containing 10 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) eg No 16 dressing x 1.
- Container of 6 safety pins x 1.
- Disposable gloves
- Guidance card as recommended by HSE x 1.
- 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.
- 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 accompany their child to the nearest Accident and Emergency unit by emergency services to be examined, treated or admitted as necessary on the understanding that parents have been informed.
- A thermometer is kept in the office to allow us to monitor children's temperatures.
- We have our own defibrillator which is located outside the front of the nursery. It is kept in a secure cabinet. It registered ambulance service and can be accessed by the public if necessary using a code.
- The defibrillator is checked weekly by a member of the management team, ensuring the unit and cabinet are both in full working order and pads have not expired.