**Principles**

Little Buds is committed to the health and safety of every child and adult in the setting. The purpose of this policy is to ensure that if an accident or incident, involving either child or adult, will be dealt with quickly and as reassuring as possible

**Policy**

This policy is put in place to ensure that both staff and volunteers with in the setting are aware of the First Aid policy and what its expectations are.

**Procedure**

* At least one member of staff on duty will be fully trained in pediatric first aid.
* All staff will attend pediatric first aid when required to do so.
* All staff will attend refresher courses every 3 years.

**When dealing with an accident**

1. Staff will approach the situation calmly
2. Staff will reassure child/adult throughout treatment
3. A member of staff will fetch the First Aid box
4. Other staff will remove the other children from the area and take them to a safe contained place.
5. A member of staff will treat the child or adult in accordance with the training they have received.
6. Staff will phone for an ambulance if needed.
7. Staff will phone next of kin to inform them of what has happened.

**Contents of First Aid Box**

* Triangular bandages
* Sterile dressings- small, medium and large
* Composite pack containing 20 assorted plasters (adults only)
* Sterile eye pads (with bandage or attachment)
* Container of 6 safety pins
* Pediatric First Aid book.
* The First Aid box is easily accessible to adult and is kept out of reach of childnre.
* No unprescribed medicine is given to children, parents or staff
* At the time of admission to the setting, parent’s 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 take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding at parents have been informed and are on their way to the hospital.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds management team.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date: ……………… Signed: …………………………………………..

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