



Lavenham Pre-School
Lavenham Village Hall
Church Street
Lavenham
Sudbury
Suffolk CO10 9QT
01787 249738

lavenhampreschool@gmail.com
www.lavenhampreschool.co.uk

First Aid Policy

Policy statement

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All Practitioners are First Aid trained with a 2-day Paediatric First Aid training course.

Procedures

The first aid kit

Our first aid kit is accessible at all times and contains the following items:

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
 - Small x 3.
 - Medium x 3.
 - Large x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- 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 near to or in the first aid box:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.
- A supply of ice is kept in the 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.
- The first aid box is easily accessible to adults and is kept out of the reach of children.

- Lucy Powell is responsible for checking and replenishing the first aid box contents regularly check and replenish the first aid box contents.
- 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 when they collect their child, unless the child is unduly upset or we have concerns about the injury. We would always call parents if there has been a head 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 can give consent on their registration form 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.

Legal framework

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

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DfEE)

Other useful Pre-school Learning Alliance publications

- First Aid Management Record (2016)
- Medication Administration Record (2015)

This policy was adopted by

Lavenham Preschool

(name of provider)

On

January 2025

(date)

Date to be reviewed

January 2026

(date)

Signed on behalf of the provider



Name of signatory

Roy Mawford

Role of signatory (e.g. chair, director or owner)

Chair of Trustees