



Regent House Preschool

First Aid Policy

Principles

Regent House Preschool promotes the good health and safety of children, staff, volunteers and students. We take appropriate steps and precautions that are outlined in our policies and procedures, which minimise the risks of injury they may encounter while on duty / playing on and off the premises.

Statement of Intent

As the nature of play and work means that all involved may encounter various degrees of risk at times, these risks are assessed, and steps taken to keep them to a minimum. Staff, volunteers and students are made aware of these risks and need to be responsible in minimising any injury to themselves and others. Children will also be made aware of the safety rules of the centre and to regard others during play. In order to respond quickly and appropriately to minor injuries, staff will undertake first aid training as soon as possible after recruitment. At least 50% of staff with current first aid training will be on duty at all times, on or off site.

Following an assessment of first-aid needs using the guidance contained in the HSENI publication 'First-Aid at Work,' a number of first-aid personnel have been appointed.

First-aid containers will be held in Preschool and Matrons room. Containers will be checked on a regular basis by the Preschool Manager and Deputy Manager and will be restocked as required. A travelling first-aid kit will be held in Preschool and the Preparatory Department, to be used for outings. The person in charge of the trip should notify the Preschool Manager if any items are used.

Any accidents must be recorded in the Preschool Accident & Incident Book. Staff will accurately record full details of ALL incidents where injury has occurred / first aid has been administered / emergency services involvement has been required.

RHS Preschool Paediatric First Aiders:

	PAEDIATRIC FIRST AIDER	TRAINED	UPDATE
Preschool	Caitlin Auld Tori Thompson (Designated First Aider) Lauren Moffett Victoria Bell Jayne Dempster Louise Halliday Anna Thompson	September 2021 April 2021 August 2022 September 2022 October 2022 September 2022 September 2022	September 2024 April 2024 August 2025 September 2025 October 2025 September 2025 September 2022

Defibrillators

Defibrillators are positioned at regular intervals around the school to ensure immediate access if required. Posters detailing the location of defibrillators and qualified defibrillator operators are displayed in the school and department bases.

Only those qualified in the use of defibrillators should operate their use.

First-Aiders

Qualified first-aiders will provide first-aid treatment for anyone injured on the Preschool site during the school day. They will also provide, as appropriate, first-aid cover for trips and visits, and extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents' evenings, fund raising events).

First-aid cover is not provided for contractors or events organised by third parties (evening clubs etc.) Access to first-aid equipment during the day and evening will be given if so required and requested but the school building supervisor is not qualified to administer.

First-aiders are responsible for ensuring that a record is completed for all treatment given and that the necessary details are supplied for the reporting of accidents. When first aid is administered, it is recorded in the Preschool Accident & Incident Book and a copy is offered to Parents/Carers.

Treatment

The school will rely on the knowledge and experience of its trained first-aiders in order to administer the appropriate treatment to injured persons. In emergency situations the first-aider will call (or instruct another member of staff to call) 999 and request that an ambulance attend.

Escorting pupils to hospital

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff, unless the pupil's Parent/Carer is in attendance. The member of staff may travel to the hospital in his/her own vehicle, rather than the ambulance with the child, unless the child is overly distressed or confused. This

decision should be made in conjunction with the attending paramedics and the Parent/Carer if contactable. The member of staff should ensure they arrive promptly at the hospital to meet the pupil as they are admitted to casualty. The member of staff will stay with the pupil until a Parent/Carer arrives.

Health and safety information and communication

The Board of Governors will meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings will be brought forward for review by the Preschool staff. The Accident & Incident Book will be reviewed on a monthly basis by Preschool staff. Where appointed the Preschool will consult with Trade Union accredited Safety Representatives.

Both oral and written methods will be used for the dissemination of health and safety information to staff, pupils and Parents/Carers.

These will be for example:

Oral:

- Safety and health briefings;
- Circle Time; and
- Training.

Written:

- Safety statement;
- Notices;
- Correspondence;
- Reports;
- Policies;
- Website; and
- Email.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:
14/05/23 - 21/08/23

Approved by BOG:
21/09/23