

Auchinairn Early Years Centre



First Aid Policy

It is the policy of Auchinairn EYC to have at least 4 members of staff in possession of current First Aid Certificates, this falls in line with The Health and Safety (first-aid) Regulations. Auchinairn EYC is committed to ensuring Health and Safety, wellbeing of all children, staff and visitors. We recognise our statutory duty to provide appropriate first aid supplies.

The First Aid qualification is valid for 3 years. After expiry of the qualification First Aiders must attend another course to obtain current certification.

If a refresher course is offered by EDC, the existing certificate must still be valid.

Qualified First Aiders:

Lisa Anderson	3-5 room Mon – Fri (Shift Work)	Cert Expiry Date: September 2025 (PFA)
Jodie Kane	3-5 room Mon – Wed (Full Time Hours)	Cert Expiry Date: October 2025 (FAW)
Caitlin Burns	3-5 room Mon – Fri (Shift Work)	Cert Expiry Date: August 2026 (EFA)
Fiona Diamond	2-3 room Mon – Fri (Shift work)	Cert Expiry Date: September 2027 (PFA)
Shanice Beck	3-5 room Mon – Fri (Shift work)	Cert Expiry Date: May 2027 (FAW)
Ailsa Hendy	2-3 room Mon – Fri (Shift work)	Cert Expiry Date: April 2028 (PFA)

Aims:

- To provide prompt and effective first aid care in the event of illness or injury.
- To ensure adequate first aid provision is always available
- To maintain records of accidents, injuries and incidents
- To support the principles of Getting It Right For Every Child (GIRFEC) through timely and appropriate health support.

Roles and Responsibilities:

- Provide immediate care in case of accident/illness
- Follow infection prevention control guidance
- Maintain and replenish first aid kits
- Document all incidents accurately and inform relevant parties
- Be aware of emergency procedures
- Work collaboratively to safeguard children's health and wellbeing

First Aid Kits:

- Available in all playrooms, office space and outdoor area
- Kits are checked monthly and restocked as needed
- Contents include child-safe items
- Additional mobile kits for outings/trips

Procedure for Incidents and Illness:

- Child is assessed and treated by qualified first aider
- Staff remain calm and reassure the child
- Parent/carer contacted in injury is significant or if the child needs to go home
- Emergency services contacted if necessary (999)
- Incident form completed and signed off by parent/carer on Learning Journal's

Reporting and Recording:

- All incidents recorded in line with GDPR and Data Protection Act 2018
- Serious incidents reported to Care Inspectorate and EDC Health and Safety team

Infection Prevention Control:

- Follow NHS Scotland 'Infection Prevention and Control in Childcare Settings'
- Use PPE when treating injuries
- Ensure hand hygiene before and after treatment
- All surfaces cleaned with appropriate disinfectant

Monitoring and Evaluating:

- Policy reviewed annually or following an incident
- Monthly audits completed of first aid kits and incident forms
- Feedback from parents and staff considered

Links to Other Policies:

- Administration of Medication Policy
- Accident / Incident Policy
- Prevention of Infection Policy
- Child Protection Policy

Care Standard: 2.4 3.6

Realising the Ambition: 3.4

HGIOELC :2.4

UNCRC: Article 3, 24

NHS Scotland: Infection Prevention and Control in Childcare Settings

GIRFEC

This policy has been reviewed and updated following consultation with staff/parents/carers

Signed:

July 2025