



## **First Aid Policy**

At Belinay Early Learning Centre (BELC), we make every effort to ensure that all children are safeguarded and well-cared for. The children are the center of our focus in all decision-making and arrangements. Our ELC sees adequate First Aid provision as vital in the daily process of caring for the children.

Pediatric first aid trained staff can take action to supply first aid treatment in the event of an accident involving a child or an adult.

### **First Aiders:**

All staff attend Pediatric first aid training every 3 years by a KHDA approved training company. We always aim to have 100% of all members of staff fully- pediatric first aid trained.

We also have "Fatima" training doll for refresher in-house training to ensure all staff are up to date.

There are two first aid boxes at the setting. The first aid box is clearly visible in the main corridor of the nursery as well as available in the First Aid Room. The Nursery Nurse ensures that the first aid box is checked and restocked regularly and dated properly. In addition, she will also be responsible for checking and regularly stocking the first-aid box in the school transport (when we start the bus transport service.)

### **Record Keeping**

Records of illnesses, accident and injuries, along with any first aid treatment, non-prescription/prescription medication or treatment given to a child, are kept and filed accordingly.

Parents are notified immediately if a child has an accident including a head injury or becomes unwell.

If an injury is classed as "non-serious" e.g., fell over in the play area and scratched knees, the parents/ carers will be notified when they collect their children at the end of the session and will be given an accident form via the Parent app/in-person describing the accident and the action/first aid given. In the case of a minor head injury, a phone call will be made to the parent as soon as possible were convenient after the child has received the needed first aid.