**QUEEN’S UNIVERSITY BELFAST**

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Childcare Services

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**First Aid Policy**

1. Childcare Services at Queen’s is committed to the ensuring the Health and Wellbeing of all the children, staff and visitor’s attending the setting.

A Risk Assessment will be completed to assess the number of First Aid Boxes required for the setting and the contents of the First Aid Boxes will be reviewed annually. The First Aid Boxes will be restocked after each use to ensure that they are ready for use.

This Policy will be included within the Risk Assessment.

Risk Assessments are conducted daily of the premises and operational activities are reviewed annually.

We have 2 staff who are qualified in First Aid at Work and 16 staff who are qualified in Paediatric First Aid and these qualifications will be maintained with appropriate ongoing training.

In the event of an accident the procedure should be followed as is outlined within The Accidents and Allergies Policy.

There are separate Policies where First Aid may need to be administered which give procedures to be followed:

* Road Traffic Accident Policy
* Evacuation Policy including Fire and Major Incident
* Management of Emergencies
* Infection Prevention and Control
* Recording
* Reporting Adverse and Untoward Incidents

First Aid Box Contents:

* Leaflet giving First Aid Guidance
* Hypo- allergenic plasters (or micropore tape and melonin)
* Sterile eye pads with attachment
* Cotton wool
* Assorted Lint Dressings
* Individually wrapped sterile unmedicated wound dressings
* Safety pins
* Crepe bandages
* Triangular bandages
* Scissors
* Salt and Water saline solutions
* Blue plasters
* Disposable latex free gloves
* Fever/scan thermometer