



St John's Childcare

St John's Church, Forest Glade, Langdon Hills, SS16 6RX
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www.stjohnschildcare.co.uk
Opening times 7.30am to 6pm



Staff Qualifications, Training, Support and Skills

3.1 First Aid policy

3.2 Induction of staff, volunteers and managers policy

First Aid

In our setting, staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with a current first aid certificate is on the premises, or on an outing at any one time. The first aid qualification includes first aid training for infants and young children. We aim to ensure the first aid training is local authority approved and is relevant to staff caring for young children.

Procedures

Our first aid kits are accessible at all times, and comply with the Health and Safety Regulations 1981. Our first aid boxes are accessible to adults and are regularly checked by a designated member of staff and re-stocked as necessary and contain the following items:

- Triangular bandages (at least one is sterile) x 4
- Sterile dressings – Small x 3
Medium x 3
Large x 3
- Individually wrapped plasters (assortment of sizes)
- Sterile eye pads
- Container of 6 safety pins
- Guidance card as recommended by HSE

In addition to the first aid equipment, each box is supplied with:

- 2 x pairs of disposable (PVC or vinyl) gloves
- 1 plastic disposable apron
- A children's forehead 'strip' thermometer

The first aid boxes are easily accessible to adults and are kept out of reach of children.

At the time of each child's admission to the setting, parents' written permission for obtaining emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a permissions form at registration to allow staff to take their child to the nearest accident and emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital to meet them.

Our Accident Report Forms:

- are kept safely and accessibly;
- all staff and volunteers know where they are kept and how to complete it; and
- they are reviewed at least half termly to identify any potential or actual hazards.
- Ofsted are notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

This policy was adopted at a meeting of St. John's Childcare and the P C C of Langdon Hills held on the 19th September 2011. Reviewed/Updated September 2017.

Signed on behalf of St. John's Childcare

Mrs. Michelle Ball & Mrs. Theresa Cobbing Managers

Induction of staff, volunteers and managers

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedure

All new staff members are given an employee staff handbook upon arrival, and we have a written induction for all new staff which includes the following:

- Introduction to all staff and volunteers, including management and committee members.
- Familiarising with the building, health and safety, and fire evacuation procedures.
- Ensuring our policies and procedures have been read and are carried out.
- Introduction to parents, especially parents of allocated key children.
- Familiarising them with confidential information where applicable in relation to any key children.
- Details of the tasks and daily routines to be completed.

The induction period lasts for at least two weeks. The deputy managers induct the new staff and volunteers. The chairperson inducts new managers.

During the induction period, the individual must demonstrate understanding of and compliance with policies and procedures, tasks and routines.

Successful completion of the induction forms part of the 6 month probationary period.

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Signed on behalf of St. John's Childcare

Mrs. Michelle Ball & Mrs. Theresa Cobbing Managers