



A member of the Pre-School Learning Alliance
Registered Charity 1027219

New Moreton Hall Pre-School
Sebert Road
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Suffolk
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01284 702129
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3.0 - STAFF QUALIFICATIONS, TRAINING, SUPPORT AND SKILLS

3.1 Induction of staff, volunteers and managers

Policy statement

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.

Procedures

- ❖ We have a written induction plan for all new staff, which includes the following:
 - Introductions to all staff and volunteers, including management committee members where appropriate.
 - Familiarising with the building, health and safety, and fire and evacuation procedures.
 - Ensuring our policies and procedures have been read and are carried out.
 - Introduction to parents, especially parents of allocated key children where appropriate.
 - 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 at least two weeks. The manager inducts new staff and volunteers. The Senior Manager or nominated committee member inducts new Managers.
- ❖ During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- ❖ Successful completion of the induction forms part of the probationary period.

This policy was adopted at a meeting of **New Moreton Hall Pre-School**

Held on

Date to be reviewed

Signed on behalf of the management /committee

Name of signatory

Role of signatory (chair/manager)

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)



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3.2 First aid

Policy statement

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 that first aid training is local authority approved and is relevant to staff caring for young children.

A list of first aid trained staff is displayed on the notice board in the main Pre-school play room.

Procedures

The first aid kit

Our first aid kit is accessible at all times, complies with the Health and Safety (First Aid) Regulations 1981 and contains, as a minimum, the following items:

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
 - Small x 3
 - Medium x 3
 - Large x 3
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.

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

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- An electronic thermometer.

- ❖ The first aid box is easily accessible to adults and is kept out of the reach of children.
- ❖ No un-prescribed medication is given to children, parents or staff.
- ❖ 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 consent form at registration allowing 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.
- ❖ First aid treatment given is recorded on an accident report sheet. The accident report is



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discussed with the parents at time of collection, and they are required to sign the accident report sheet to acknowledge being made aware of the incident and the treatment given.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DfEE)

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Other useful Pre-school Learning Alliance publications

- Medication Record (2010)