4.04

First Aid

Policy statement

We ensure that children's safety and welfare are paramount at all times. Appropriate first aid arrangements are in place to ensure that prompt and effective action can be taken in the event of an accident or medical emergency involving a child or adult.

Staff Qualifications and Ratios

• Every member of staff on the premises when children are present holds a current Paediatric First Aid (PFA) certificate.
• A qualified Paediatric First Aider is always present on site and accompanies children on outings.
• All staff who obtained a Level 2 and/or Level 3 childcare qualification since 30 June 2016 must obtain a Paediatric First Aid qualification within three months of starting work in order to be included in staff: child ratios.
• Paediatric First Aid certificates are renewed every three years to ensure continued compliance.
• All apprentices are required to hold a Paediatric First Aid qualification prior to achieving their Level 3 qualification.
Our Paediatric First Aid training includes first aid for infants and young children and is local authority approved or equivalent, ensuring it is appropriate for those caring for young children.

Procedures

First Aid Provision
We are able to provide appropriate first aid treatment in the event of an accident involving a child or adult.

At least one adult with a current Paediatric First Aid qualification is present on the premises or on an outing at all times.

A list of qualified first aiders is displayed in each room and shared with staff and volunteers.

The first aid kit

Our first aid kit is accessible at all times, stored out of children's reach, and contains:
• Triangular bandages (ideally sterile) x4
• Sterile dressings:
– Small x3
– Medium x3
– Large x3

• Composite pack of 20 assorted sterile plasters x1
• Sterile eye pads with bandage x2
• Safety pins x1 container
• HSE-approved guidance card x1
In addition, the following equipment is kept nearby:
• Disposable vinyl/PVC gloves (minimum two pairs)
• Disposable plastic apron
• Children's ear thermometer
• Ice packs (stored in the fridge)

A named member of staff is responsible for checking and replenishing first aid supplies regularly.

First Aid

First aid treatment is administered only by a qualified first aider.

• Medication is administered strictly in line with the Administering Medicines Policy.
• Parental consent is obtained for the use of plasters.
• Minor injuries are treated appropriately and parents are informed at collection unless the child is distressed or the injury causes concern, in which case parents are contacted immediately.
• In an emergency, an ambulance is called without delay and parents are informed immediately.
• Parents sign consent at registration allowing staff to take their child to Accident and Emergency if required, with the understanding that parents will be contacted and attend as soon as possible.

Recording and Reporting

• All accidents and injuries are recorded accurately in the accident record book.
• Accident records are shared with parents and signed on collection.
• Records are retained for a minimum of three years.
• Where required, incidents are reported to the Health and Safety Executive (HSE), Ofsted, and/or local safeguarding partners in line with our Recording and Reporting of Accidents and Incidents Policy.

Head Injuries

• All head injuries, however minor, are recorded.
• Parents are informed immediately and provided with guidance on signs and symptoms of concussion.
• The child is closely monitored throughout the day by staff.
• A bumped head form and accident form are completed and given to parents on collection.
• Parents are advised to supervise their child closely for 24 hours following the injury.
If there is concern that movement could cause further injury, the child will be kept warm and still until professional medical advice is available.

Emergency Response – Head Injuries

An ambulance (999) will be called immediately if a child:

• is unconscious or cannot stay awake
• has a seizure
• has fallen from a height of over 1 metre or 5 stairs
• shows changes in vision, balance, speech, or behaviour
• has bleeding from ears, clear fluid from nose/ears, or severe head wounds

Signs of concussion to look out for after head injuries.

- been knocked out but have now woken up
- vomited (been sick) since the injury.
- a severe headache
- a change in behaviour, like being more irritable or losing interest in things around you (especially in children under 5)
- been crying more than usual (especially in babies and young children)
- problems with memory
- a blood clotting disorder (like haemophilia) or you take medicine to thin your blood
- had brain surgery in the past.

Legal Framework

This policy is underpinned by the following legislation and guidance:
• Health and Safety (First Aid) Regulations 1981 (updated March 2022)
• EYFS Safeguarding and Welfare Requirements

Further Guidance

• HSE – First Aid at Work: Your Questions Answered (updated April 2024)
• HSE – Basic Advice on First Aid at Work (updated October 2024)
• NHS – Head Injury and Concussion

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Role of signatory	Proprietor
Signed: Date:	 February 2026