3.1 First aid

The staff at Halesfield Day Nursery 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.

Paediatric first aid cover and qualifications

At least one person with a current, full paediatric first aid (PFA) certificate meeting EYFS requirements is available on the premises and accompanies children on outings. Staff included in required ratios must meet the applicable EYFS PFA qualification rules, including the requirements for newly qualified staff. The manager maintains a record of certificates, expiry dates and renewal arrangements. Training must meet the current EYFS criteria; local authority approval alone is not the test of compliance.

The nursery checks first aid cover when planning staffing, breaks, outdoor provision and outings, and arranges additional cover where risk assessment indicates this is needed.

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 the following items:

Large sterile dressing x 2
Eye Pad Sterile dressing x 2
Medium Sterile Dressing x 8
Triangular bandage x 4
Alcohol free wipes x 10
Wash proof plasters x 2 bags
Medium gloves x 2 pairs
Safety pins x 1 bag
Guidance leaflet
Low adherent pad 5cm x 5cm x 5
Resusciade x 1
Non-woven swab 5cm x 5cm x 1
Scissors x 1 pair
1.25cm x 5M Microporous tape x 1
Size 01 x 20M Sterogauze x 1
Sterogauz Applicator x 1
In addition to the first aid equipment, each box is supplied with:

2 pairs of disposable plastic (PVC or vinyl) gloves.
1 plastic disposable apron.

The first aid box is easily accessible to adults and is kept out of the reach of children. It can be found in the staff room on the windowsill.

Anyone administering first aid must be trained to do so and must wear gloves and an apron accordingly.

No un-prescribed medication is given to children, parents or staff.

Any items used from the first aid box must be written down and the manager notified so resources can be replaced quickly.

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.

We also have a second first aid kit which is used for outside play and outings. It contains all the essential equipment needed to administer basic first aid. Staff should take this first aid kit with them when they take a group of children outside and return it to the nursery office after use.

Checking first aid equipment

A named member of staff checks first aid kits regularly, including expiry dates, cleanliness and stock levels, and records checks and replenishment. Kit contents are based on a first aid needs assessment; the inventory above is checked against current needs rather than treated as a fixed statutory list. First aid supplies are stored safely and are readily accessible to adults.

Responding to an accident or medical emergency

Staff assess the situation, provide first aid within their training, and call 999 immediately for serious or life-threatening concerns. A member of staff stays with and reassures the child, while another contacts the parent or carer as soon as practicable. Staff follow emergency services' advice and ensure appropriate supervision of the other children. A staff member accompanies a child to hospital where appropriate until a parent or carer takes over.

Recording accidents and informing parents

All accidents, injuries and first aid treatment are recorded promptly, including the date, time, location, what happened, treatment given, the person providing it and action

taken. Parents are informed of any accident or injury sustained by their child and of any first aid treatment given, on the same day or as soon as reasonably practicable. Records are stored securely and reviewed for patterns and preventive action.

Serious incidents and notifications

The manager assesses whether an incident requires notification to Ofsted, the local child protection agencies or the Health and Safety Executive under RIDDOR, using the applicable statutory criteria and deadlines. Serious accidents, injuries, illnesses and deaths are reported to Ofsted as required by the EYFS, as soon as reasonably practicable and no later than 14 days where that limit applies. Safeguarding concerns are referred without delay under the safeguarding policy. A record is kept of notifications and follow-up action.

Related policies and review

This policy should be read alongside the nursery's Accident and Incident Reporting, Safeguarding, Medication, Health and Safety and Outings procedures.