St. Joseph's R.C. Primary School

Nursery First Aid Policy

September 2026

Review: September 2027

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed and agreed by the Governing Body September 2026

It is due for review in September 2027

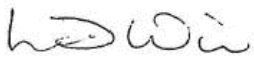
Hayley Francis Date: September 2026

Head Teacher



Lindsay Wise Date: September 2026

Chair of Governors



Nursery staff will provide appropriate first aid treatment whenever a child or adult has an accident, injury or becomes unwell while in our care. At least one adult with a current Paediatric First Aid certificate will be present on the nursery premises, or on an outing, whenever children are present. The Nursery Manager, supported by all staff members, will ensure that a first aid box is always accessible and contains appropriate equipment for use with children.

In line with the statutory requirements of Early Years Foundation Stage (EYFS) framework, newly qualified staff who achieve an early years qualification at Level 2 or Level 3 on or after 30 June 2016 must also hold a Paediatric First Aid certificate in order to be included in the Nursery adult-to-child ratios. **All members of the Nursery staff have completed training in Paediatric First Aid.**

Our Paediatric First Aid training includes first aid training specifically for infants and young children. We exercise due diligence when selecting first aid training providers and ensure that training is appropriate and relevant to adults caring for young children.

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

At least one person with a current **Paediatric First Aid (PFA) certificate** will always be present on the premises, and available when children are present. A person with a current PFA certificate will also always accompany children on outings and off-site activities.

The Nursery will maintain records of accidents, injuries and first aid treatment provided. Records will be completed and stored securely on **Nursery in a Box**, where applicable.

Procedures

The First Aid Kit

Our first aid kit is always easily accessible to adults and is kept securely out of children's reach.

The first aid kit contains:

- Triangular bandages – ideally at least one sterile – x4.
- Sterile dressings:
    - Small x3.
    - Medium x3.
    - Large x3.
- Composite pack containing 20 assorted individually wrapped plasters x1.
- Sterile eye pads with bandage or attachment x2.
- Container of 6 safety pins x1.
- HSE-recommended first aid guidance card x1.

The following equipment is also kept near the first aid box:

- Disposable plastic (PVC or vinyl) gloves.
- Disposable plastic apron.
- Thermometer.
- Ice or suitable cold packs.

First Aid Arrangements

- All staff and volunteers are informed about who has completed first aid training and where the first aid box is located.
- A list of staff holding current Paediatric First Aid certificates is available to parents in the **Staff Qualifications File**.
- A named member of staff is responsible for regularly checking the first aid box and replenishing its contents as necessary. The current member of staff is the **Nursery Manager**.
- First aid equipment is checked regularly by the Nursery Manager, to ensure that it is present, clean, in date and suitable for use.
- Medication is only administered in accordance with the nursery's **Administering Medicines Policy**.
- Minor injuries and accidents are always treated by a qualified first aider.

Accidents and Minor Injuries

All accidents, injuries and first aid treatment are recorded on '**Nursery in a Box'**.

Parents are informed when they collect their child, and an accident form/record is made available to them through Nursery in a Box. If a child receives a bump or blow to the head, parents/carers will be contacted by telephone immediately to appraise them of the situation.

Parents will be further contacted immediately regarding any incident if:

- The child is particularly upset or distressed.
- Staff have concerns about the nature or severity of the injury.
- Further medical assessment may be required.
- Staff believe the child should be collected from nursery.

Where appropriate, parents will be advised of what has happened and asked to decide whether they wish to collect their child and/or seek medical advice from their GP or another appropriate healthcare service.

Emergency Treatment

If a child requires emergency medical treatment, **999 will be called and an ambulance requested**.

Parents will be contacted immediately and informed of:

- What has happened.
- The first aid treatment provided.
- The action being taken.
- Which hospital or Accident and Emergency department the child is being taken to, where known.

A member of staff will accompany the child where appropriate and will remain with them until a parent or other appropriate responsible adult arrives.

At registration, parents are asked to provide consent for a member of staff to accompany their child to the nearest Accident and Emergency department if emergency medical assessment, treatment or admission is required. Parents will be informed as soon as possible and will be expected to make their way to the hospital.

Recording and Reporting

All accidents, injuries and first aid treatment are recorded promptly and accurately on **Nursery in a Box**.

Where applicable, incidents are reported to the nursery's designated **Health and Safety Lead** and any other relevant person or organisation in accordance with the nursery's **Recording and Reporting of Accidents and Incidents Policy**.

Where an incident is reportable under applicable requirements, the nursery will make the necessary notification to **Ofsted** and/or other relevant authorities.

Records will be maintained securely and handled in accordance with the nursery's confidentiality and data protection procedures.