



First Aid Policy

Person Responsible for First Aid

The person responsible for overseeing First Aid arrangements at Clare House Nursery is:

Jayne Windsor – Nursery Manager

Karen Robotham – Deputy Manager

Policy Statement

At Clare House Nursery, the health, safety and wellbeing of every child, member of staff and visitor is our highest priority. We are committed to ensuring that appropriate first aid is provided promptly, safely and effectively whenever required.

We take every reasonable step to minimise the risk of accidents and injuries through effective supervision, robust risk assessments, regular safety checks and the provision of a safe, stimulating learning environment. Whilst every effort is made to prevent accidents, we recognise that minor injuries can occur as children learn, explore and develop.

Clare House Nursery exceeds the requirements of the **EYFS Statutory Framework (September 2026)** by ensuring that **all childcare practitioners hold a current Paediatric First Aid qualification**. This enables every member of the childcare team to respond confidently and appropriately in the event of an accident, injury or medical emergency. Paediatric First Aid qualifications are renewed every three years in accordance with current guidance.

We follow the requirements of the **Health and Safety (First Aid) Regulations 1981, RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)** and all relevant statutory guidance.

First Aid Procedures

- Parents/carers provide written consent for emergency medical treatment when completing their child's registration forms.
- Staff maintain high standards of hygiene before, during and after administering first aid.
- Hands are washed before and after treatment wherever possible.
- Appropriate Personal Protective Equipment (PPE), including disposable gloves, is worn whenever there is contact with blood or other bodily fluids.
- In the event of an accident or illness, first aid will be administered promptly by a qualified Paediatric First Aider.
- The nursery has a **LifeVac** device available for use in the event of a choking emergency. Staff understand that this is an emergency device and will only be used after following recognised paediatric choking first aid procedures and where appropriate.
- All first aid equipment is cleaned or disposed of appropriately after use.

Recording Accidents and Incidents

Following any accident or injury:

- A factual written record will be completed as soon as possible.
- The record will include details of the accident, injury sustained, treatment given and any advice provided.
- If a child arrives with an injury sustained at home, a **Home Injury Record** will be completed with the parent/carer.
- Where an injury is noticed after parents have left the nursery, staff will complete an accident record before the end of the child's session.
- Parents/carers will be informed of all accidents and asked to read and sign the accident record.
- All accident records will be reviewed and countersigned by the Nursery Manager or Deputy Manager.

Head Injuries

All head injuries are treated seriously.

- Parents/carers will always be informed on the day of the incident.
- Head Injury Information is on the accident form explaining symptoms to monitor once the child returns home.
- Children will be closely monitored throughout the remainder of their nursery session and may be sent home depending on severity of bump and child's reaction to the injury.
- If staff have any concerns regarding a child's condition, emergency medical advice will be sought immediately.

Significant Injuries

Parents/carers will be contacted immediately if a child:

- Sustains a significant injury.
- Requires hospital treatment.
- Receives a head injury causing concern.
- Has a suspected fracture or serious burn.
- Has a seizure or loses consciousness.
- Requires emergency medical treatment.

Staff will always seek emergency medical assistance if they believe a child requires urgent assessment.

First Aid Equipment

Clare House Nursery maintains fully stocked First Aid kits throughout the nursery.

First Aid kits are located:

- In each nursery room.
- In the office.
- Within the emergency evacuation grab bags for outings and emergency evacuations.

Additional equipment includes:

- Burns kit.
- Ice packs.
- Digital thermometers.
- 2xLifeVac device.
- Emergency Grab Bag First Aid Kit.

All First Aid kits comply with the **Health and Safety (First Aid) Regulations 1981** and are checked regularly to ensure they remain fully stocked, in date and suitable for the nursery's First Aid Needs Assessment.

Hospital Treatment

Where emergency treatment is required:

- An ambulance will be called immediately.
- Parents/carers will be contacted without delay.
- If a parent/carer is unable to travel immediately, a familiar member of staff, normally the Nursery Manager, Deputy Manager or another senior practitioner, will accompany the child to hospital.
- The child's emergency contact information, medical details and registration records will accompany them.
- The child will never be left alone and the member of staff will remain with them until a parent/carer arrives.

Reporting Serious Accidents

Where required, the Nursery Manager will:

- Determine whether the incident is reportable under **RIDDOR**.
- Notify the Health and Safety Executive (HSE), where applicable.
- Notify Ofsted and any other relevant agencies within statutory timescales.
- Inform the Chair of the Committee.
- Complete all required documentation.

Serious incidents will also be managed in accordance with the nursery's **Critical Incident Policy**.

Monitoring and Review

Accident and incident records are reviewed monthly by the Room Supervisor and Nursery Manager to:

- Identify patterns or trends.
- Review recurring accidents.
- Consider whether additional risk assessments are required.
- Make improvements to the nursery environment or practice where necessary.
- Share learning with staff to help reduce future accidents.

Supporting Children

Following an accident or medical incident, staff will provide reassurance and emotional support to the child and any other children who may have witnessed the incident. Children will be comforted and supported in a calm, nurturing manner, recognising that accidents can sometimes be upsetting or frightening.

Our Commitment

At Clare House Nursery, we are committed to providing a safe, caring and responsive environment where children can learn, play and explore with confidence. By ensuring that all childcare practitioners are Paediatric First Aid trained, maintaining high standards of first aid provision and working closely with families, we aim to ensure that every child receives prompt, professional and compassionate care whenever it is needed.

