1.20 First aid

Policy statement

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one adult with a current first aid certificate is on the premises, or on an outing, at any one time. Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 June 2016 also have a paediatric first aid certificate in order to be counted in the adult:child ratios.
The first aid qualification includes first aid training for infants and young children.

Procedures

1. ***The First Aid Kit***

1.1 Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the 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 1.
- Sterile eye pads (with bandage or attachment) eg No 16 dressing 2.
- Container or 6 safety pins 1.
- Guidance card as recommended by HSE 1.

1.2 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.
- a thermometer.

1.3 Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers

1.4 All staff are Paediatric first aid every 3 years by an Ofsted approved training company

1.5 The first aid box is easily accessible to adults and is kept out of the reach of children and is regularly checked by a designated member of staff and restocked as necessary

1.6 Medication is only administered in line with our Administering Medicines policy.

1.7 At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

1.8 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.

1.9 In the event of a severe injury to a child or adult that requires emergency treatment by a General Practitioner or hospital, Ofsted are informed and the incident reported to the local office of the Health and Safety Executive.

2. ***Accident Record Sheets***

2.1 Are kept safely and accessible.

2.2 All staff and volunteers know where they are kept and how to complete them in a clear and readable manner.

2.3 Any parent/carer arriving at the nursery with a child who has a pre-existing injury must be asked to complete an off site incident form before leaving.

2.4 ALL accidents will be recorded on an accident form with is kept in a folder

2.5 Parents are asked to sign the form when collecting their child to acknowledge that they have been told about the accident.

3. ***Minor Accidents***

3.1 Will be dealt with immediately and with consideration for the upset child.

3.2 All cuts and grazes will be washed in water and where possible left uncovered. In unavoidable circumstances or as a comfort the cut/graze is covered with a hypoallergenic plaster. Staff will be aware of the children who are and are not able to have plasters via a consent form filled in at registration.

3.3 All accidents will be recorded on an Accident Record Sheet.

3.4 If a child receives a bumped head, the child will be observed carefully to ensure there are no adverse effects. The parents/carers of the child will be notified by text. The child will receive a Head Bump card to take home as a quick reference for symptoms to watch out for.

3.5 Minor grazes and cuts will be reported to parents / carers at the end of the session. Staff will briefly outline the circumstances of the accident while the parent / carers are signing the Accident Record Sheet.

3.6 When a child is collected by a Childminder or other authorised person a text or email is sent home to the parents detailing the accident and informing them that an Accident Record Sheet has been

completed and will be made available to them for signature when they next drop off or collect their child from the playgroup.

3.7 All Accident Report Sheets must be signed by a parent/carer, dated and timed and are stored securely

4. ***Major Accidents***

4.1 Life saving first aid will be applied if possible

4.2 Parent/Carers will be notified immediately.

4.3 The Committee Chairperson will be notified

4.4 Should the child need to go to hospital, by car or ambulance, before parents/carers arrive a suitably trained member of staff will accompany the child. Staff will continue to try and locate/contact the parent/carer of the child.

4.5 The Playgroup Manager will notify Ofsted, initially by telephone and later by written report

5. ***Staff Accidents***

5.1 We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive.

5.2 Staff, Student, Volunteer and Visitor accidents will be recorded in the accident book.

5.3 In cases of minor injuries, for example, cuts, grazes, where possible Staff, Student, Volunteer and Visitors will be left to deal with their own minor accident, provided they are in a fit state. Where possible this will be overseen by another member of staff.

5.4 Should a Staff Member need to go to hospital or home, emergency cover will be called in to keep adult:child ratios correct. Staff will be accompanied home or to hospital should their next of kin not be contactable.

5.5 The Playgroup Manager will make any necessary reports, for example, RIDDOR and Ofsted.

Monitoring

6. ***Accidents are reviewed each term and shared with staff team. Frequent accidents to individuals or in specific play areas will be flagged and monitored closely and action taken as appropriate.***

This policy was adopted at a meeting of	St Christopher's Playgroup	name of setting
Held on	September 2026	(date)
Date to be reviewed	September 2027	(date)
Signed on behalf of the management committee	KJCookes	
Name of signatory	Karen Cookes	
Role of signatory (e.g. chair)	Manager	