



First aid/Pre-existing

Date: 09/02/2025

Sign: Sam Norris

Review Date: on-going

Policy statement

We can take action to apply first aid treatment in the event of an accident involving a child or adult. The first aid qualification is Paediatric infant and child first aid level 3. All certificates remain on the premises in staffing folders.

Procedures

The first aid kit

Our first aid kit is always accessible in the Main room (bears) on the shelf by the landline and in baby room (cubs) by kettle in the kitchen area/ Milestone in the bar.

- The first aid box is easily accessible to adults and is kept out of the reach of children.
- Daily checks on first aid kits in each room will be signed for daily.
- Medication is only administered in line with Our Administering Medicines policy.
- In the case of minor injury or accidents, first aid treatment is given by a qualified first aider and a first aid form filled out.
- In the event of minor injuries or accidents, we normally inform parents when they collect their child, unless the child is unduly upset, or we have concerns about the injury. In which case we will contact the child's parents for clarification of what they would like to do, i.e., whether they wish to collect the child and/or take them to their own GP.
- An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken.
- Parents sign a consent form at registration allowing a member of staff/Management to take their child to the nearest Accident and Emergency unit to be examined, treated, or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
- Accidents and injuries are recorded on an accident form and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with Our Recording and Reporting of Accident and Incidents Policy.
- If a child has had a head bump, a staff member, will call the child's parent and make them aware. If we feel the bump/bruise needs medical attention, we will ask the parents to come and collect their child however all parents are called after any head bump. Please note we ARE not a medical professional so can only recommend not advise we are first aid trained only.
- Management will analyse accident forms termly.
- Pre-exciting forms are required to be signed by parents, if the injury has occurred prior to arriving at nursery. If we notice an injury and have not been made aware of this, at drop off, an email / text message

will be sent to parents asking them how the injury occurred and informing them that a pre-existing form will need to be signed for at collection.

- Pre-existing forms will be filed and a copy will be placed in their files and will be monitored.
- The Management Team, will then review these on a monthly basis.