

First Aid Policy

Last Review: 21/08/2025

Next Review: 21/08/2026

1.0 Policy Statement

Shooting Stars Pre-School Nursery ensures children are safeguarded and well cared for. Adequate first aid provision is in place every day, so children receive prompt, appropriate care for illness or injury. We keep accurate records and inform parents the same day. Patterns of injuries are reviewed to reduce risk.

2.0 Our Legal Obligations

EYFS Statutory Framework (2025): at least one **Paediatric First Aider** on the premises and on outings at all times; keep written records of accidents/incidents and inform parents the same day or as soon as reasonably practicable.

Ofsted registration requirements: **notify Ofsted within 14 days** of any serious accident, serious injury or death of a child, and of food poisoning affecting two or more children.

Health & Safety at Work etc. Act 1974 / First Aid Regs: suitable first aid equipment, facilities and trained personnel.

RIDDOR: report certain work-related injuries/dangerous occurrences to the HSE.

UKHSA infection control guidance: safe hygiene and cleaning after incidents.

UK GDPR & Data Protection Act 2018: secure, proportionate recording and retention of health/incident data.

3.0 Procedures

3.1 First aid provision and equipment

There is always at least one current Paediatric First Aider on site and on every outing. We aim for all our staff members to have a Paediatric First Aid course. First aid boxes are kept in every room (and replenished immediately after use). A travel kit accompanies children on outings. Contents are checked regularly by management.

3.2 Immediate response at the point of need

Any trained staff member may give first aid within their competence. They ensure the area is safe, provide care, and summon help if needed. Call 999 where the injury/illness is beyond our capability or life-threatening. A senior staff member will accompany a child to hospital if an ambulance is required; parents are contacted immediately.

3.3 Recording and informing parents

All accidents/incidents are recorded the same day on Famly. Parents are informed the same day, immediately for head injuries, significant injuries or illness. Records include:

- date/time/place; child's name
- details of injury/illness and first aid given
- what happened next (returned to play, sent home, ambulance/hospital);
- name/signature of the staff member completing the record; parent/carer acknowledgment on Famly.

3.4 Injuries noticed on arrival or occurring outside nursery

Parents tell staff at drop-off about any injuries that happened elsewhere. We record these as an existing injury with the parent's explanation and acknowledgement on Famly. If staff notice signs of an unreported injury, we record the facts and discuss with the parent at promptly.

3.5 Minor vs significant injuries

Minor injuries are treated and recorded; parents are informed at collection (or sooner if appropriate). Significant injuries/illness, head bumps, allergic reactions or breathing difficulties trigger immediate parent contact and heightened monitoring. We follow care plans if in place.

3.6 Infection control and hygiene

We use appropriate PPE where needed, clean/disinfect affected areas promptly, and dispose of waste safely. Children's hands are washed after treatment. We follow UKHSA guidance.

3.7 Children with medical needs

Before start, parents share medical details, so suitable support is in place. Where needed, we agree an Individual Health Care Plan and arrange any staff training. See Administration of Medication Policy.

3.8 Review and reporting

Management reviews accident/incident trends to reduce future risk (environment and practice). RIDDOR and Ofsted notifications are made where criteria are met.

4.0 Roles and Responsibilities

Nursery Manager: ensures Paediatric First Aid cover, equipment, training and checks; oversees records; reviews patterns; makes any RIDDOR/Ofsted notifications; liaises with parents and emergency services.

Designated Safeguarding Lead (DSL): reviews injuries that raise safeguarding concerns or patterns; advises on information sharing and external referral where needed.

Staff: act promptly, give first aid within competence, call for help/999 when required, complete records the same day, inform parents, maintain hygiene, and follow care plans and this policy.

Parents/Careers: duty to explain any injuries occurred at home; immediately notify staff at drop off; acknowledge accident forms on Famly.