



First Aid Policy & Procedure

Updated September 2024

This policy outlines the procedures and responsibilities related to first aid in the nursery to ensure the safety, well-being, and care of children and staff in case of accidents or medical emergencies. This policy applies to all staff, children, and visitors at the nursery.

Staff Training & Qualifications

- All nursery staff will receive First Aid training that is valid for a minimum of 3 years.
- The training will include basic first aid techniques, CPR (Cardiopulmonary Resuscitation), dealing with choking, and managing common childhood injuries and illnesses.
- At least one staff member with an up to date first aid qualification will be present at all times when children are on the premises.

First Aid Kits

- A fully stocked first aid kit will be available in each room where children are present, as well as in the outdoor play area.
- The first aid kit will contain, at a minimum:
 - Plasters (various sizes)
 - Bandages and gauze
 - Antiseptic wipes
 - Scissors and tweezers
 - Disposable gloves
 - Thermometers
 - Adhesive tape
 - Burn treatment gel
 - Emergency contact numbers
- The first aid kits will be checked regularly and restocked as necessary.
- A designated person will be responsible for maintaining and reviewing the first aid kit to ensure all items are within date and in good condition.

Emergency Procedures

- In the event of an accident or injury, the following steps should be taken:
 1. Assess the situation and ensure the safety of all children and staff.
 2. Administer first aid to the injured child as required.

Briardene Nursery School, 2 Fulwood Ave, Tarleton, Preston, PR4 6RP

P: 01772 816661 | E: info@briardenechildcare.com | W: www.briardenechildcare.com

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3. Notify the parent or guardian of the injury immediately, providing details of the incident and any first aid treatment administered.
 4. If necessary, seek further medical assistance by contacting emergency services (ambulance) or taking the child to the nearest healthcare facility.
 5. Complete an accident report form detailing the incident, first aid administered, and any follow-up actions required.
- In case of serious injuries or emergencies (e.g., broken bones, head injuries, breathing difficulties, or allergic reactions), emergency services must be called immediately.

Recording and Reporting

- Every injury or incident requiring first aid must be documented in the nursery's accident report book. This should include:
 - The child's name and age
 - A description of the accident or injury
 - The first aid treatment given
 - The time and date of the incident
 - The name of the staff member who administered the first aid
 - Any advice given to parents or guardians
- Parents or guardians will be informed about any injury or incident on the same day and will sign the accident report upon collection of their child.
- A copy of the accident report will be retained in the child's personal file for reference.

Specific Medical Conditions

- Parents must inform the nursery of any pre-existing medical conditions or allergies their child has, along with any required treatments or interventions.
- The nursery will keep a confidential record of children's medical needs and ensure all staff are aware of any special requirements.
- In cases of severe allergies (e.g., nut allergies), appropriate emergency medication (e.g., epinephrine pens) will be kept easily accessible, and staff will be trained in its use.

Hygiene and Infection Control

- All staff members will follow hygiene protocols when administering first aid, including wearing disposable gloves and sanitising hands before and after providing care.
- In case of any exposure to blood or bodily fluids, staff will clean the affected area immediately and dispose of any used materials safely.
- Proper disposal of any medical waste, such as bandages or plasters, will be conducted in accordance with health and safety regulations.

Communication with Parents

- Parents will be notified immediately in the case of any significant injury or illness that requires first aid treatment, even if the child is not taken to the hospital.
- A written summary of any first aid treatment given to a child will be provided to parents at the end of each day.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		