



First Aid Policy

Policy Statement

Bradpole Preschool is committed to ensuring the health, safety, and well-being of all children in our care. We provide a safe environment and ensure that appropriate first aid arrangements are in place at all times. We comply with the requirements of the Early Years Foundation Stage (EYFS) Statutory Framework. All members of staff hold a current paediatric first aid (PFA) qualification, ensuring that trained first aiders are always available when children are present and on outings.

There is a first aid box that complies with health and safety requirements. The contents are checked regularly and replenished as necessary by the designated member of staff, Nikki Moss. The first aid box is stored in an accessible location for staff and out of the reach of children.

The names of staff holding current first aid qualifications are displayed in the main room and staff room. We ensure all our staff hold current paediatric first aid certificate, in the case of a new starter, they are not counted them in ratio until they achieve their paediatric first aid qualification.

Aims

- To ensure prompt and appropriate treatment for injuries and illness.
- To minimise risks to children's health and safety.
- To ensure staff are confident and competent in administering first aid.
- To maintain clear communication with parents and carers.

Staffing and Training

- All members of staff hold a current paediatric first aid qualification, which is renewed every three years.
- First aid training includes emergency treatment for infants and young children.
- The names of staff holding current first aid qualifications are displayed in the main room and staff room.
- Staff are aware of the location of first aid equipment and the procedures for responding to accidents and emergencies.

First Aid Equipment

- A fully stocked first aid kit is available at all times and is easily accessible to staff.
- First aid kits are taken on all outings.
- Kits are checked regularly and replenished as required.
- Contents comply with current health and safety guidance.

Administering First Aid

- First aid is administered by a trained member of staff.
- Children are treated with care, reassurance, and respect.
- Gloves and appropriate hygiene procedures are followed at all times.
- Staff follow infection control procedures when dealing with bodily fluids.
- In serious cases, emergency services (999) will be contacted immediately, and then parents or carers are called.



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Recording Accidents and Injuries

- A record is maintained of any accidents or incidents occurring during a session.
- All accidents and injuries are recorded as soon as possible after the incident.
- Records include:
 - Child's name
 - Date and time of the incident
 - Details of the injury and treatment given
 - Name and signature of the staff member completing the record
- If a child has bumped their head or has a noticeable cut, a courtesy call to the parents/carer is always made.
- Parents/carers are informed of all accidents and injuries on the same day and asked to sign the accident record on collection; a copy is given to them to take away and a copy is retained in the preschool's accident file.
- If anyone other than the parent/carer is collecting the child, a copy of the accident form will be sent home with the child and a phone call will be made to the parents/carers advising them of the incident.
- Accident records are stored securely in accordance with the setting's confidentiality and data protection procedures.

Head Injuries

- All head injuries are treated seriously.
- Parents/carers will be informed as soon as possible.
- Children will be monitored closely for signs of concussion or deterioration.
- A red slip advising parents/carers of the head injury and signs to monitor at home will be given to the person collecting the child.
- Where staff have concerns regarding a child's condition, emergency medical advice will be sought immediately.

Serious Accidents or Illness

- Emergency services will be contacted where necessary.
- Where appropriate, a member of staff will accompany the child to hospital and remain with them until a parent/carer or authorised emergency contact arrives. (Staffing arrangements within the setting will be maintained to ensure the safety and welfare of all children.)
- Parents/carers will be contacted immediately.
- Serious accidents, injuries, illnesses, or deaths will be reported to Ofsted, RIDDOR and other relevant agencies where required under the EYFS Statutory Framework.

Hygiene and Infection Control

- Staff follow strict hygiene procedures when dealing with bodily fluids.
- Disposable gloves and aprons are used where appropriate.



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- All waste is disposed of safely in line with health and safety procedures.
- Any contaminated materials are cleaned or disposed of appropriately.

Working with Parents

We work in partnership with parents and carers to ensure children's health needs are met. Parents/carers are required to provide up-to-date medical information, emergency contact details, and details of any medical conditions or allergies.

Legal Framework

- Early Years Foundation Stage (EYFS) Statutory Framework
- Health and Safety (First-Aid) Regulations 1981

Linked Policies

- Safeguarding Policy
- COSHH Policy
- Health and Infection Control Policy
- Reporting and Recording of Accidents and Incidents Policy
- Food Hygiene and Food and Drink Policy
- Medicines Policy

This policy was adopted at a meeting of: The Committee of Bradpole Preschool

Held during Summer Term 2026.

Date to be reviewed: Autumn Term 2027