

# Innsworth Preschool First Aid Policy

Last Updated: 1st January 2026

## 1. Purpose

**1.1 Overview:** This policy provides a clear framework for the provision of first aid at Innsworth Preschool.

**1.2 Objective:** Its purpose is to ensure that all staff are equipped and prepared to provide immediate and appropriate medical assistance to any child, staff member, or visitor in the event of an accident, injury, or illness, while fulfilling all our statutory duties.

## 2. Legal and Statutory Framework

**2.1 Compliance:** This policy is underpinned by our duties under the following key legislation and guidance:

- The Health and Safety (First-Aid) Regulations 1981
- The Statutory Framework for the Early Years Foundation Stage (EYFS): Specifically requirements for PFA training, accident recording, and emergency procedures.
- The Health and Safety at Work etc. Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Best Practice Principles: We draw on relevant principles from *Keeping Children Safe in Education (KCSIE)* and *Working Together to Safeguard Children* to ensure high standards of safety.

## 3. Our Principles

### 3.1 Approach:

- **Preparedness:** We will ensure we always have a sufficient number of trained first aiders and fully stocked first aid kits available.
- **Proportionality:** All first aid administered will be proportionate to the needs of the individual and the nature of the incident.
- **Calm and Competent Response:** Staff will respond to all incidents calmly and professionally, prioritising the wellbeing of the child.

## 4. First Aid Provision and Roles

**4.1 First Aid Needs Assessment:** In line with the Health and Safety (First-Aid) Regulations 1981, we conduct a **First Aid Needs Assessment** annually (or following significant changes). This assessment considers the number of children, staff, and visitors, the layout of the premises, specific hazards (e.g., farm activities), off-site visits, and specific medical needs (e.g., allergies).

### 4.2 Staff Training:

- **Statutory Baseline:** At least one person with a current full Paediatric First Aid (PFA) certificate is on the premises and available at all times when children are present, and accompanies outings, as required by the EYFS.

- **Enhanced Standard:** We aim for all practitioners to hold a full PFA qualification. New starters will be booked onto training as soon as practicable; in the interim, they will be deployed to ensure statutory PFA cover is always maintained.

#### 4.3 Roles and Responsibilities:

- **Manager/DSL:** Overall accountability for first aid provision and statutory notifications.
- **First Aid Lead:** Responsible for checking kits, maintaining the training matrix, monitoring expiry dates, and conducting termly audits.

#### 4.4 First Aid Kits and Emergency Medicines:

- **Kits:** Fully stocked first aid kits are located in key areas of the preschool. A portable travel kit is used for all off-site visits. Contents are checked monthly and replenished as needed.
- **Emergency Medicines:** Emergency medicines (e.g., AAls, inhalers) are stored, checked, and used in line with each child's **Individual Healthcare Plan (IHCP)** and our **Administration of Medication Policy**. Expiry checks are logged, and parents are notified in advance of expiry.

### 5. First Aid Procedures

**5.1 Procedure for a Minor Injury or Illness:** In the event of a minor incident (e.g., a graze, small cut, bump):

- A qualified first aider will be called to assess the child.
- The injury will be cleaned and dressed appropriately.
- The child will be comforted and reassured.
- **Head Injuries:** Any bump to the head is managed under our **Head Injury Monitoring Procedure**, including specific observation periods and escalation thresholds.
- **Recording:** The incident will be recorded in full on an accident form.
- **Communication:** The parent/carer will be informed on the same day where practicable. Signatures confirming notification may be obtained at the next attendance or via approved electronic confirmation. Records are retained in line with our retention schedule.

**5.2 Procedure for a Major Injury or Medical Emergency:** In the event of a serious incident (e.g., suspected fracture, loss of consciousness, seizure, anaphylaxis, serious bleeding):

- One staff member will immediately **call for an ambulance (999)**.
- Another qualified first aider will assess the child's condition and administer emergency first aid.
- The remaining staff will ensure all other children are moved away, kept calm, and remain fully supervised.
- The child's parents/carers will be contacted as soon as possible.

**5.3 Hospital Accompaniment Protocol:** If a parent/carer cannot arrive before the ambulance departs, a senior member of staff will accompany the child.

- **Authorisation:** The Manager authorises the staff member to leave.
- **Items:** The staff member takes the child's registration details, IHCP, emergency medication, and a setting mobile phone.
- **Cover:** Staffing ratios at the setting are maintained or emergency cover is deployed.
- **Safeguarding:** Staff follow lone-working and safeguarding principles; no private transport is used unless explicitly authorised and insured.

## 6. Parental Permissions

**6.1 Consent:** Parents provide written permissions on the Enrolment Form for routine first aid and emergency medical treatment arrangements.

- **Emergency Action:** In a genuine emergency, we will always act immediately in the child's best interests (including calling 999) to prevent delay, regardless of administrative status.

## 7. Recording and Reporting

**7.1 Internal Recording:** All accidents, injuries, and first aid treatments are recorded in detail.

**7.2 Statutory Notifications (Ofsted/Local Authority):**

- **Ofsted:** We must notify Ofsted of any serious accident, illness, or injury to, or death of, any child while in our care, and of the action taken. This must be done as soon as reasonably practicable, but **at the latest within 14 days** of the incident. We will also notify Ofsted of any food poisoning affecting two or more children.
- **Local Agencies:** Serious incidents requiring child protection review will be notified to local child protection agencies in line with our **Safeguarding Policy**.

**7.3 RIDDOR (HSE):** We will report to the Health and Safety Executive (HSE) under **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) where the legal criteria are met (i.e., the incident is work-related and meets the reportable threshold). The Manager will apply HSE guidance to determine reportability and will document the decision.

## 8. Monitoring and Review

**8.1 Review:** This policy is reviewed annually or immediately following any serious medical incident or change in legislation.

