



First Aid Policy and Medicines Policy

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1. Our Commitment

St Francis Nursery provides a safe and healthy environment for all children in our care. We recognise our responsibility to provide appropriate and timely first aid to children who become ill or are injured whilst at the nursery. This policy outlines our procedures for administering first aid, managing medication, recording incidents, and ensuring staff are adequately trained, in line with the Early Years Foundation Stage (EYFS) statutory framework, Health and Safety (First-Aid) Regulations 1981, Ofsted guidance, and any specific recommendations from the London Borough of Tower Hamlets.

2. Policy Aims

- To ensure immediate and appropriate first aid treatment is always available to children whilst in our care, including during off-site activities.
- To ensure all staff understand their roles and responsibilities in relation to first aid.
- To maintain adequate first aid provision, including appropriately stocked first aid kits and qualified staff.
- To have clear procedures for recording and reporting accidents, injuries, and the administration of first aid.
- To ensure parents/carers are informed promptly and appropriately of any first aid incidents involving their child.
- To work in partnership with parents/carers regarding their child's health and medical needs.
- To take preventative measures to minimise the risk of accidents and injuries.

3. First Aid Provision

- At least three members of staff with a current and valid full Paediatric First Aid (PFA) certificate will always be on the nursery premises when children are present and will accompany children on outings.
- All newly qualified staff (Level 2 and 3) who have completed a PFA qualification within the last 3 years must hold a full PFA certificate.

4. First Aid Kits

- The nursery will maintain appropriately stocked first aid kits, compliant with Health and Safety (First-Aid) Regulations 1981 and guidance from the Health and Safety Executive (HSE) and the EYFS.
- At least one comprehensive first aid kit will be located in a designated, clearly marked area within the nursery (e.g., [Specify location, e.g., kitchen, office]).
- Smaller, portable first aid kits will be available for outdoor play areas and for use on trips.
- First aid kits will not contain any medications (e.g., paracetamol, ibuprofen, antiseptic creams/sprays containing medication). Disposable gloves will be available (non-latex, e.g., nitrile).

5. First Aid Procedures

- **Minor Accidents/Injuries** (e.g., small cuts, grazes, bumps) will be attended by the nearest qualified first aider. The wound will be cleaned with a sterile saline wipe, a sterile dressing or plaster will be applied if appropriate, comfort and reassurance will be provided to the child. The incident will be recorded on an Accident/Incident Form and parents will be informed when they collect their child, and a copy of the Accident/Incident Form will be provided. For minor head bumps, a 'head bump letter/sticker' will be given to parents/carers, advising them to monitor the child.
- **More Serious Injuries or Illness** will be attended by the nearest qualified first aider who will assess the situation and administer appropriate first aid. If the injury or illness is serious, or if there is any doubt about the child's condition, an ambulance will be called immediately by dialling 999 and parents/carers will be contacted immediately. A member of staff will accompany the child to the hospital if parents/carers are unable to. No child will be transported to hospital in a staff member's private vehicle. The incident will be fully recorded on an Accident/Incident Form and reported to Ofsted and the Local Authority (Tower Hamlets) if it meets the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) criteria.
- **First Aid** will also be administered for any other situations where it is required, and staff will be trained for any individual needs.

6. Hygiene

- Staff will always wear disposable gloves when dealing with bodily fluids (blood, vomit, etc.).
- Hands will be washed thoroughly before and after administering first aid.
- Soiled dressings and waste will be disposed of hygienically and safely in designated clinical waste bags/bins.
- Areas contaminated with bodily fluids will be cleaned and disinfected promptly using appropriate cleaning materials.

7. Consent for First Aid

Parents/carers give general consent for staff to administer first aid to their child when they sign the nursery's registration form. For any treatment beyond minor first aid (e.g., where external medical attention is sought), parents/carers will be contacted immediately.

In the event of a medical emergency where parents/carers cannot be contacted in time, staff will act 'in loco parentis' and authorise any necessary medical treatment to safeguard the child's health and wellbeing, as advised by medical professionals.

8. Administration of Medication

- The nursery will only administer prescribed medication to a child when it is essential for their health and wellbeing and where it would be detrimental to the child's health if the medication were not administered during nursery hours.
- Parents/carers must provide written consent via a 'Medication Administration Form/ Nursery in a box', before any medication can be given. This form will include the child's name, date of birth, name of medication, prescribed dosage, frequency, time of administration, any potential side effects, and storage instructions.
- Medication must be in its original container, clearly labelled with the child's name, the prescriber's details, the date of dispensing, and the prescribed dosage.
- Non-prescribed medication (e.g., paracetamol, ibuprofen, teething gels, nappy creams) will only be administered if parents/carers have provided prior written consent for that specific medication for a specified period or condition, and it is for a temporary ailment

(e.g., teething, mild fever). The nursery reserves the right not to administer non-prescribed medication if deemed inappropriate.

- A second member of staff will witness the administration of all medication, and both staff members will sign the medication record.
- All administered medication will be recorded accurately on the Medication Administration Form/Nursery in a box, noting the date, time, dosage given, and the signature of the staff member administering it and the witness. Parents/carers will be asked to sign this record when they collect their child.
- Medication will be stored safely and securely in a locked cabinet or a refrigerator if required, inaccessible to children. Emergency medication (e.g., inhalers, auto-injectors) will be kept in an easily accessible but secure location known to all staff and will accompany the child if they leave their base room (e.g., for outdoor play).
- Parents/carers are responsible for ensuring that supplied medication is in date and for collecting any unused medication at the end of the day/course or when it is no longer required.
- The nursery will have specific procedures in place for children with long-term medical conditions or allergies, documented in an individual Healthcare Plan.

9. Recording and Reporting Accidents and Incidents

All accidents, injuries, and first aid treatments administered will be recorded on an Accident/Incident Form as soon as possible after the event.

Parents/carers will be given a copy of the completed Accident/Incident Form on the same day. The original will be kept in the child's file and a central nursery record.

The Nursery Manager will regularly review accident/incident records to identify any patterns or trends and to inform risk assessments and preventative measures.

10. Reporting to Ofsted and Health & Safety Executive (HSE)

The nursery will notify Ofsted of any serious accident, illness, injury, or death of a child whilst in our care, and of any action taken in respect of it, as soon as reasonably practicable, and in any event within 14 days of the incident occurring.

This includes any incident where a child requires hospitalisation (admission or treatment as an outpatient).

The nursery will notify the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) for certain work-related accidents and incidents.

11. Health and Hygiene

Staff are trained in infection control procedures and parents/carers are requested not to send children to nursery if they are unwell and infectious. We will refer to the Government 'Illness and Exclusion Policy' which provides guidance on exclusion periods for common childhood illnesses. The full list is obtainable from: <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms>.

The nursery will inform parents/carers if there is an outbreak of an infectious disease in the nursery.

12. Staff Training and Awareness

- All staff will receive induction training on this First Aid Policy and associated procedures.
- Regular staff meetings will be used to refresh knowledge and discuss any first aid related issues.
- Information regarding children with specific medical needs or allergies will be clearly displayed in relevant areas (e.g., staff room, kitchen – with due regard for confidentiality) and communicated to all staff.

13. Emergency Contact Information

Emergency contact details for parents/carers and alternative authorised collectors will be kept securely and readily accessible.

Contact details for local health services (GP, hospital) and emergency services will be clearly displayed near telephones.

14. Policy Review

This First Aid Policy will be reviewed annually by the Nursery Manager and designated First Aid Coordinator, or sooner if required due to changes in legislation, Ofsted guidance, local Tower Hamlets advice, or because of a specific incident or learning. Parents/carers will be informed of any significant changes to this policy.