

First Aid Policy



Approved by:	Full Governing Body	Date: January 2026
Last reviewed on:	January 2024	
Next review due by:	January 2027	

Policy Statement

Haven Nursery School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for implementation of the first aid policy at Haven Nursery School is held by Ruth Vonk (Head Teacher) who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure (First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements of which will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment

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- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Qualified First Aiders *(Those completing the HSE approved 3-day first aid course)*

At Haven Nursery School there are 2 qualified first aiders who are as follows:

- Charlotte Scott
- Allison Sims

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities of which are identified and delegated to a first aider - (e.g. first aid kit inspections).

Paediatric First Aid Trained Staff

At Haven Nursery School, there are 44 paediatric first aid trained staff members - As follows:

Clare	Adams
Victoria	Atcheson
Chloe	Atkins
Amelia	Bailey
Jennifer	Barham
Elise	Bellis
Leysa	Besant
Pauline	Busby
Danielle	Caines
Lilly	Chase
Rebecca	Clarke
Carol	Couzons
Rosy - Anne	Cross
Leah	Evans
Owen	Evans
Mya	Ford
Julie	Freeland
Michelle	Hall
Ellen	Hicks
Tracey	Howard - Kirkham
Charley	Hutchinson
Michelle	Jefferyes
Zoe	Johnson
Daniella	Kelton
Kerry	Lammiman
Zoe	Lingard

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Lily	Marden
Tracey	Marron
Elena	Moldovan
Jade	Morey
Rebecca	Nienayadlo
Vikki	Osborn
Danielle	Paice
Lindsey	Parker
Charlotte	Pearce
Hollie	Ransley
Elaine	Ritchie
Leah	Rowe
Allison	Sims
Clara	Smith
Georgia	Stevens
Stacey	Taylor
Jennifer	Tendler
Liselle	Wright

Other staff may also acquire this training during the review period of this policy.

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 16 first aid kits on the premises
 - These first aid kits will be situated at:
 - **Den** (Room 20) – By Kitchen Area
 - **Den Hygiene Room** (Room 69) – In Toilet Area
 - **Training Room Upstairs** (Room 73) – On Windowsill
 - **Staff Room** (Room 14) – Kitchen Area
 - **Nest** (Room 5) – On Wall opposite Main Door
 - **Nest Meal** (Room 3) – By Sink
 - **Caretaking Laundry Area** (Room 6) – Above Sink
 - **Main Office** (Room 2) – Top of Back Office Cupboard
 - **Library** (Room 23) – On Windowsill
 - **Kitchen** (Room 10)
 - **Hive Kitchen** (Room 33)
 - **Hive Meal Room** (Room 93) – On Windowsill
 - **Hive Soft Play** (Room 41) – On Wall
 - **Hive Far End Toilets** (Room 37)
 - **Hive Hygiene Room** - (Room 91)
 - **Juniper Lodge** (Room 105)

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It is the responsibility of the Adult First Aider to check the contents of all first aid kits every month and record findings on the Children's Services First Aid Kit Checklist (CSAF-003).

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The Hygiene Room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Bed, running water, toilet, first aid kit, chair, hand washing facilities etc.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/ emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- Is considered to be a serious (or more than minor) injury
- Injuries required medical assessment or treatment beyond the scope of first aid that can be delivered within a nursery setting
- Requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Records

All accidents are required to be recorded as specified in the Centre Health & Safety Policy with at least the following information:

- Name of injured person
- Name of the paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

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Accidents to children must be recorded and notified to parents in line with EYFS guidance. Parents will be notified using the accident form functionality of Family App.

Accidents will be recorded using the Hampshire on line referral form where applicable.