Mrs Bonds Village Nursery
First Aid Policy

• In the event of a serious accident or in doubt of the extent of the injury / illness seek professional medical assistance or advice and inform the parents / carers immediately.
• Every member of staff is encouraged and given access to the appropriate 12 hour pediatric first aid training.
• There is always a first aid trained member of staff, on the premises at all times
• Advice in the policy below may be outweighed by most recent Pediatric First Aid Guidance

Procedures

• The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form and report it to the nursery manager. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.
• The nursery manager will report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)) The Accident File will be kept for at least 21 years and three months
• Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
• Where medical treatment is required the nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident
• The nursery manager/registered provider will report any accidents of a serious nature to Ofsted and the local authority children's social care team and/or LADO where necessary.
• Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

Accident Logs

· Accident forms are kept in a clearly labeled plastic wallet so they are accessible to all; There is also a set in the garden
· all staff and volunteers know where they are kept and how to complete them
• Accident forms are signed by parents at the end of the session. If the accident or injury is more serious parents will get a phone call immediately
· Accident forms are reviewed at least half termly to identify any potential or actual hazards.

The first aid kit

Our first aid kits are accessible at all times: one located in the kitchen, the other in the main store cupboard, it complies with the Health and Safety (First Aid) Regulations 1981and contains the following items:
Triangular bandages (ideally at least one should be sterile) x 4.
Sterile dressings: - Small x 3. - Medium x 3. - Large x 3.
Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2
Container of 6 safety pins x 1.
Guidance card as recommended by HSE x 1.
In addition to the first aid equipment, each box should be supplied with:
2 pairs of disposable plastic (PVC or vinyl) gloves.
1 plastic disposable apron.
A children's thermometer.
The first aid box is easily accessible to adults and is kept out of the reach of children.

Other points to note

• At the time of each child's admission to the setting, parents' written permission for obtaining emergency medical advice or treatment is sought. Parents sign and date

their written approval.
• Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
• Ofsted is notified of any serious injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.
• Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive

Legal framework

Health and Safety (First Aid) Regulations (1981)

Further guidance

First Aid at Work: Your questions answered (HSE Revised 2009) Basic Advice on First Aid at Work (HSE Revised 2008)

Guidance on First Aid for Schools (DfEE)

First Aid In School, Early Years and Higher Education (Updated February 2022)

Policy Reviewed 25.09.25