



Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings.

Health

Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment.

3.2 First Aid

Policy statement

At **Impact Montessori Nursery**, we recognise our responsibility to provide appropriate first-aid arrangements for children, staff, volunteers and visitors.

We ensure that appropriate first-aid equipment is available, that sufficient staff have current paediatric first-aid training, and that staff know how to respond to accidents, injuries and medical emergencies.

First aid will always be provided in a way that prioritises the child's safety, dignity and wellbeing.

We maintain an up-to-date record of staff first-aid qualifications, including qualification dates and renewal dates.

1. Paediatric first aid

- We ensure that the nursery meets the current Early Years Foundation Stage requirements for paediatric first aid.
- At least one person with a current and appropriate paediatric first-aid qualification will be available and accessible whenever children are present.
- Staff who are required to hold paediatric first aid as part of the staffing requirements will maintain a current qualification.
- Paediatric first-aid training must be appropriate for people caring for babies and young children and include emergency first aid for infants and children.
- We use a recognised and suitable first-aid training provider and take reasonable steps to ensure the training is appropriate for our setting.
- Staff are informed of the location of first-aid equipment and who the qualified first aiders are.
- The manager maintains a register of first-aid qualifications and renewal dates.
- Staff whose qualification is due to expire will be booked onto appropriate refresher training in sufficient time to maintain compliance.

- Students, apprentices and trainees will only be included in staffing ratios where they meet the applicable statutory requirements.
-

2. First-aid equipment

The nursery maintains appropriately stocked first-aid kits suitable for children and adults.

First-aid kits are:

- easily accessible to adults;
- clearly identified;
- kept out of children's reach;
- available both indoors and when children are on outings;
- checked regularly; and
- replenished immediately after use or when items are found to be missing or out of date.

The first-aid kit contains appropriate items such as:

- sterile dressings of appropriate sizes;
- individually wrapped sterile plasters;
- sterile eye pads;
- triangular bandages;
- disposable gloves;
- disposable aprons;
- safety pins;
- suitable first-aid guidance; and
- other appropriate first-aid supplies.

The nursery will not routinely keep medication in the first-aid kit. Medication is managed in accordance with the **Administering Medicines Policy**.

3. Responsibility for first-aid equipment

The person responsible for checking the first-aid equipment is:

Name: _____

The first-aid kit will be checked regularly to ensure that:

- supplies are complete;
- sterile items are within their expiry dates;
- packaging is intact;
- equipment is clean and suitable for use; and
- additional supplies are ordered when required.

Checks will be recorded where appropriate.

4. Responding to an accident or injury

When a child or adult has an accident or becomes injured:

1. Staff will assess the situation and ensure that the area is safe.
2. A qualified first aider will provide appropriate first aid where required.
3. Other staff will ensure that the remaining children continue to be appropriately supervised.
4. Emergency services will be contacted immediately where necessary.
5. Parents/carers will be contacted as soon as appropriate where a child requires medical attention or where the injury is significant.
6. The incident will be recorded in accordance with the **Recording and Reporting of Accidents and Incidents Policy**.
7. Where necessary, the nursery will review the circumstances and take action to prevent a similar incident occurring.

Staff must not carry out treatment beyond their level of training and competence.

5. Emergency medical treatment

If a child requires urgent medical attention:

- **999 will be called immediately** where there is a medical emergency.
- Staff will follow the instructions of the emergency services.
- A member of staff will remain with the child.
- The child's parent/carer will be contacted immediately or as soon as reasonably practicable.
- Relevant information about the child's medical needs, allergies and emergency contacts will be provided to emergency services.
- A member of staff may accompany the child to hospital where this is required and appropriate.
- The nursery will ensure that appropriate supervision and staffing arrangements remain in place for the other children.

Staff must never delay emergency treatment while attempting to contact a parent/carer.

6. Consent and emergency treatment

Parents/carers provide relevant emergency contact and medical information when their child joins the nursery.

Where emergency treatment is required, the nursery will act in the child's best interests and follow the advice of emergency medical professionals.

Parents/carers will be informed as soon as reasonably practicable.

The nursery will not delay calling an ambulance or seeking emergency medical treatment because a parent/carer cannot immediately be contacted.

7. Head injuries

Any suspected significant head injury will be taken seriously.

Staff will:

- provide appropriate first aid;
- observe the child for signs of deterioration;
- seek medical advice where appropriate;
- contact the parent/carer where required; and
- record the incident.

Emergency medical assistance will be sought where the child displays serious or concerning symptoms.

Parents/carers will be given appropriate information about the injury and any advice received.

8. Allergic reactions and medical emergencies

Where a child has a known medical condition, allergy or individual healthcare plan, staff will follow the child's agreed healthcare arrangements.

Where a child experiences a severe allergic reaction or other medical emergency:

- emergency first aid will be provided;
- prescribed emergency medication will be administered in accordance with the **Administering Medicines Policy** and the child's healthcare plan;
- **999 will be called where appropriate;** and
- parents/carers will be contacted immediately.

Staff will not delay emergency treatment while waiting for a parent/carer to arrive.

9. First aid on outings

A suitable first-aid kit will be taken on all outings.

Before an outing, staff will ensure that:

- appropriate first-aid supplies are available;
- at least one suitably trained member of staff is present where required;
- emergency contact details are available;
- relevant medical information and medication are taken where required; and
- staff understand the arrangements for contacting emergency services.

The outing risk assessment will identify any additional first-aid arrangements required.

10. Reporting accidents and injuries

All accidents, injuries and first-aid treatment will be recorded in accordance with the nursery's **Recording and Reporting of Accidents and Incidents Policy**.

Parents/carers will be informed of accidents and injuries involving their child in accordance with the nursery's procedures.

Where required, the nursery will make statutory notifications to the appropriate authorities, including Ofsted or the Health and Safety Executive, within the required timescales.

11. Confidentiality and records

First-aid and accident records will be:

- completed accurately and factually;
- dated and signed;
- stored securely;
- treated confidentially; and
- shared only with those who have a legitimate need to know.

Information will be handled in accordance with the nursery's data protection and confidentiality procedures.

12. Staff responsibilities

All staff are expected to:

- know the location of first-aid equipment;
- know who the qualified first aiders are;
- report accidents and injuries immediately;
- follow emergency procedures;
- maintain appropriate supervision of children;
- record first-aid treatment accurately; and
- inform the manager of any first-aid equipment that has been used or needs replacing.

Staff must never ignore or minimise an injury or medical concern.

13. Training and review

The manager will monitor first-aid training and ensure that appropriate staff maintain current qualifications.

First-aid arrangements will be reviewed:

- at least annually;
 - when staffing arrangements change;
 - following a significant accident or medical emergency;
 - following changes to statutory requirements; and
 - whenever an identified risk indicates that changes are necessary.
-

Legal framework and guidance

This policy is informed by:

- **Early Years Foundation Stage (EYFS) Statutory Framework;**
 - **Health and Safety (First-Aid) Regulations 1981**, where applicable;
 - **Health and Safety at Work etc. Act 1974;**
 - relevant HSE first-aid guidance; and
 - current Department for Education guidance relating to first aid and safeguarding in early years settings.
-

Policy approval

This policy was adopted by: Impact Montessori Nursery

Date adopted: _____

Date of next review: _____

Signed on behalf of the provider: _____

Name of signatory: _____

Role: _____

Signature: _____

Date: _____