



## First Aid Policy

(Aligned with the Statutory Framework for the Early Years Foundation Stage - Revised September 2025)

### Policy Statement

The Orchard Day Nursery is committed to safeguarding the health, safety, and wellbeing of every child, staff member, and visitor. We recognise our statutory duty under the **Early Years Foundation Stage (EYFS) 2025** to provide adequate and appropriate first aid provision at all times, and to ensure that children receive prompt, safe, and effective care in the event of accident, illness, or injury.

At Orchard Day Nursery, **all staff are qualified First Aiders**, with at least one *Paediatric First Aid (PFA)* trained member present in each age group and on every outing.

### Aims of the Policy

- To ensure a safe environment where immediate, effective first aid is available.
- To comply with EYFS statutory requirements (Sept 2025).
- To ensure staff are trained and confident to deal with accidents, allergies, infections, medication, and hygiene.
- To provide clear procedures for the administration of medication and the management of children with medical conditions.
- To maintain accurate records and inform parents/carers promptly of any incidents.

### Roles & Responsibilities

#### The Management Team

- Ensures all staff hold an **EYFS-compliant PFA qualification** from an accredited provider.
- Ensures there is always a trained First Aider present in each age group and on every trip.
- Reviews and updates first aid provision, risk assessments, and this policy annually.
- Provides appropriate equipment, facilities, and resources.

#### First Aiders (All Staff)

- Respond immediately to accidents or illness.
- Administer appropriate first aid and call emergency services when necessary.
- Record all accidents, injuries, or illnesses in the Accident/Incident Book.
- Inform parents/carers on the same day, or as soon as practicable.
- Maintain confidentiality and dignity for the child at all times.

#### First Aid Equipment & Facilities

- First aid kits are available in each room and in designated central areas.
- Kits are checked weekly and restocked by the appointed person.
- A portable kit is taken on all outings.
- Contents include (but are not limited to): sterile dressings, adhesive plasters, disposable gloves, cold packs, bandages, scissors, CPR face shield, and a digital thermometer.

### **Medication Administration**

- Medication will only be given with **written parental consent**.
- Only prescribed medicines with a pharmacy label or over-the-counter medicines with clear instructions may be administered.
- All medication is stored securely, out of reach of children, in a locked cupboard or refrigerator (as appropriate).
- A Medication Record is maintained, signed by staff and parents.

### **Allergies & Medical Conditions**

- Allergy and medical information is collected upon admission and regularly updated.
- Individual Health Care Plans are created with parents and healthcare professionals where required.
- Allergy information is displayed discreetly in relevant areas for staff reference.
- Staff are trained in recognising anaphylaxis and using EpiPens/auto-injectors.

### **Infections & Illness**

- Children with contagious illnesses or who are unwell will not be admitted.
- Exclusion periods follow **UK Health Security Agency (UKHSA)** guidance (e.g. 48 hours after last episode of vomiting/diarrhoea).
- Ill children awaiting collection will be cared for separately in a quiet, supervised space.
- Serious accidents, injuries, or notifiable diseases will be reported to Ofsted and the **Health & Safety Executive (HSE)** under RIDDOR where applicable.

### **Hygiene & Health & Safety**

- Staff follow strict hygiene routines, including thorough handwashing, use of gloves and aprons when handling bodily fluids, and safe disposal of waste.
- Food safety measures include safe preparation, storage, and serving of food, with high awareness of allergens and choking risks (e.g. cutting grapes lengthways).
- Cleaning routines ensure toys, equipment, and surfaces are regularly sanitised.

### **Record Keeping & Communication**

- All first aid incidents, accidents, and medication administrations are recorded in writing and signed by staff and parents/carers.
- Records are monitored to identify patterns and prevent recurrence.
- Parents/carers are informed immediately of any serious accident, injury, or illness.

### **Training**

- All staff at Orchard Day Nursery are trained in **Paediatric First Aid (PFA)** and renew their certification every three years.
- Staff undertake annual refreshers to maintain confidence and competence.
- First aid training includes:
  - CPR and use of AEDs (defibrillators)
  - Recognition and treatment of choking, anaphylaxis, asthma attacks, seizures
  - Managing bleeding, burns, head injuries, and fractures
  - Infection prevention and safe handling of medication

### **Monitoring & Review**

- This policy will be reviewed annually, or earlier following a significant incident, change in statutory requirements, or updated medical/hygiene guidance.
- The review will involve staff consultation to ensure the policy reflects practice and meets children's needs.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>September 2025</i>	Anjana Shah	<i>September 2026</i>