



Reviewed on 05/03/2021

First Aid Policy

Accidents can be very distressing, and we aim to minimise any pain or discomfort suffered by a child or member of staff whilst in our care and will do all in our power to make them comfortable as quickly as possible.

First Aid Procedure

All Team Leaders in the nursery are trained in Paediatric first aid as well as most other members of staff.

We have nominated a trained First Aider, Mrs Melanie Lamb, who will ensure that the First Aid boxes are kept well stocked and are checked and re-filled every month.

Every member of staff will attend an appropriate course every three years so as to ensure they remain up-to-date on first aid methods. Refresher segments will also be covered periodically in staff meetings.

Every member of staff will ensure an accident or incident form is completed at the time of the event to ensure accuracy. The parents/carers must have sight of the documentation on collection of their child and sign the form to confirm that they have been informed.

The Proprietor or Nursery Manager must inform RIDDOR and Ofsted of any serious accidents so a full investigation can be carried out and further action taken if necessary.

The accident forms will be kept for a minimum of 21 years and 3 months.

If medical attention is required parents will be contacted immediately.

Parents must provide written detail of any illness or conditions, which the children suffer on a permanent basis, together with appropriate medication and instructions on how to administer it e.g. asthma inhalers. A separate medication consent form will be issued for this - see Administering Medication Policy.