



CHIGWELL AND HAINAULT SYNAGOGUE NURSERY

First Aid Policy



DECEMBER 2024

REVIEW DATE: DECEMBER 2025

First Aid Policy

Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	2
4. First aid procedures	3
5. First aid equipment	4
6. Record-keeping and reporting	4
7. Training	5
8. Monitoring arrangements.....	6
9. Links with other policies.....	6
Appendix 1: list of trained first aiders.....	Error! Bookmark not defined.

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, children and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) advice from the Department for Education on [first aid in Nurseries](#)

3. Roles and responsibilities

In Nurseries with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the Nursery. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

3.1 Appointed person(s) and first aiders

The Nursery's appointed persons and first aiders are Mrs Melanie Kaye, Manager, Susan Reynolds, Deputy, and Mrs Sandra Simberg, Practitioner. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending children's home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our Nursery's first aiders are listed on the Single Central Record. Their names will also be displayed prominently around the Nursery.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the Nursery, but delegates operational matters and day-to-day tasks to the Nursery Manager and staff members.

3.3 The Nursery Manager

The Nursery Manager is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel] are present in the Nursery at all times

- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of children
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

Nursery staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in Nursery are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the Nursery Manager or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-Nursery procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a child is too unwell to remain in Nursery, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Manager or her Deputy will contact parents immediately
- The witness and first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.2 Off-site procedures

When taking children off the Nursery premises, staff will ensure they always have the following:

- A Nursery mobile phone
- A portable first aid kit
- Information about the specific medical needs of children
- Parents' contact details and 1 other emergency contact number

Risk assessments will be completed by the Manager or Deputy prior to any educational visit that necessitates taking children off Nursery premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on Nursery trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

A typical first aid kit in our Nursery will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in: 1) Classroom Cupboard, 2) Kitchenette and 3) Managers Office

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the child's by relevant member of staff

Records held in the first aid and accident book will be retained by the Nursery for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

The Manager or her Deputy will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Manager or her Deputy will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs

- Serious burns (including scalding)
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to Nurseries include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The relevant member of staff will inform parents of any accident or injury sustained by a child, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The Manager or her Deputy will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the Nursery's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. (See 'Ofsted notifications procedures November 24)

The Manager or her Deputy will also notify Essex Safeguarding Hub of any serious accident or injury to, or the death of, a child while in the Nursery's care.

7. Training

All Nursery staff are able to undertake first aid training.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The Nursery will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

At Chigwell and Hainault Synagogue Nursery, suitable students on long-term placements, volunteers aged 17 or over, and apprentices aged 16 or over may be included in staff-to-child ratios at a level below their qualification if the nursery is confident in their competence and responsibility. This inclusion is conditional upon the individual holding a valid and current Paediatric First Aid (PFA) qualification, ensuring the safety and well-being of all children in their care.

8. Monitoring arrangements

This policy will be reviewed by the Manager every two years.

At every review, the policy will be approved by the Manager, Deputy and Chairman of the BoM.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting Children with medical conditions

Appendix 1:

Qualified trained Paediatric First Aiders

- Mrs Melanie Kaye – Paediatric First Aid Exp. 18.5.26
- Miss Susan Reynolds – Paediatric First Aid Exp. 3.3.25
- Mrs Sandra Simberg – Paediatric First Aid Exp. 16.1.26