3.4 First aid

Policy statement

At Privett Montessori Nursery School we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

First aid

The first aid box is easily accessible to adults and is kept out of the reach of children.
These are accessible at all times with appropriate content for use with children.
The appointed person responsible for first aid checks the contents of the boxes regularly once a month and replaces items that have been used or are out of date.
First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

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 forehead 'strip' thermometer.
- A supply of ice in the freezer and/or snap cold packs

The appointed person(s) responsible for first aid per September 2025 has changed to having 1 officer per area, these are:

Nursery section age group	Officer
1 to 2 years old	Kayla Armit
3 to 5 years old	Lisa Stevens and Ruth Hiscock

All of the staff are trained in paediatric first aid and this training is updated every three years.

All first aid trained staff are listed in the notice board on the hall of the Nursery Preschool When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

The appointed person responsible for first aid checks the contents of the boxes regularly once a month and replaces items that have been used or are out of date.

Procedures

- Medication is only administered in line with our Administering Medicines Policy
- No un-prescribed medication is given to children, parents or staff.
- An ambulance is called for children requiring emergency treatment. We contact parents immediately to inform them.
- At the time of admission to the Nursery School, parents' written permission for 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.
- Accidents and injuries are recorded in our accident record book and where applicable notified to the Health and Safety Executive, Ofsted and /or local child protection agencies.

Further guidance

- First Aid at Work: Your questions answered (HSE 2015), https://www.hse.gov.uk/pubns/indg214.pdf
- Basic Advice on First Aid at Work (HSE 2012), https://www.hse.gov.uk/pubns/indg347.pdf
- Guidance on First Aid for Schools (DfEE 2014), https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

Change log		
This policy was changed on	**Signed on behalf of the nursery**	**Reason for change**
7/08/2020	Veronica van Ingen	Adoption of policy
26/10/2021	Veronica van Ingen	Updated the 1st and 3rd link of further guidance paragraph
30/07/2024	Veronica van Ingen	Appointment of new First Aid officer
04/09/2025	Veronica van Ingen	Appointment of First Aid Officer per area
23/01/2026	Veronica van Ingen	No changes