



Burpham Preschool: First Aid Policy

(This policy is to be read in conjunction with the medication policy and the procedure for children who are sick or infectious)

This policy was written with regard to the DfE's Guidance on First Aid. The preschool leadership team accept their responsibility under the Health and Safety (First Aid) Regulations and acknowledge the importance of providing first aid for staff, children and visitors of the preschool. The leadership team are committed to the procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

There will always be a member of staff with full and relevant paediatric first aid training on site when children are present and when children are taken off site. The procedures for children who are sick or infectious document instructs parents to inform the preschool if their child is ill or infectious, and provides guidelines for the length of time that a child should be absent for particular illnesses.

Parents of children are informed of any significant accident or injury sustained by their child on the day it occurred. It is the responsibility of the member of staff reporting the accident to take steps to ensure the parents are informed.

Parents will be asked to complete a Pre-Existing Injury Form for any injury which has occurred outside of the preschool.

First Aid Supplies

The preschool will provide adequate materials, equipment and facilities to administer first aid to children, staff and visitors.

The first aid kit is kept within the main room of the preschool.

Epi-Pens and inhalers for children and staff are securely stored in clearly labelled boxes, each featuring the child's photo and a completed medical form provided by their parent or carer. All children with an epi-pen have their own individual risk assessment.

If children are taken off site, the relevant first aid bag/epi-pen box listed above should accompany them. The contents of the first aid boxes/bags will be checked on a regular basis by a member of preschool leadership team.

Administering First Aid

- Only staff who hold a full and relevant paediatric first aid training certificate may administer first aid.

- Medical gloves should be worn for all blood and bodily fluid incidents and the area thoroughly cleaned afterwards.
- All head injuries should be taken seriously. Children should be carefully monitored, and a parent contacted via telephone.
- Parents should be informed of any injury that may require further treatment including bumps to the head and must be informed of any head/face injury before the child is collected.

Serious Injury/Illness

If there is any doubt about the seriousness of an injury or an illness, especially to the head or spine, the member of staff should send for help and call an ambulance immediately. If 999 is called:

- A member of staff must be responsible for giving as much information as possible.
- Staff should share relevant medical information from the child's registration form with the emergency services.
- A member of staff must go outside to meet the ambulance and direct them to the nearest entrance.
- The parents/carer/next of kin must be informed as soon as possible.
- The casualty should be reassured and kept as comfortable as possible if conscious.
- CPR should commence if necessary.
- A member of staff will go in the ambulance and stay with the casualty until a responsible adult arrives in hospital.

Reporting Accidents/Injuries on Site

An injury sustained to a child must be recorded by the member of staff who reported the accident.

Staff must complete the relevant accident or incident form. The form must be signed by preschool staff before being signed by the child's parents/carers. All accident/incident forms are stored securely in the preschool office.

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 outline that certain injuries must be reported to the Health and Safety Executive. These injuries are set out <https://www.hse.gov.uk/riddor/reportable-incidents.htm> but include:

- Death of any person

- Specified injuries to workers:
 - 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), which cover more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs
- 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.
- Over seven-day work related injuries - accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days because of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.
- Over three-day incapacitation - accidents must be recorded, but not reported, where they result in a worker being incapacitated for more than three consecutive days.
- Occupational diseases where these are likely to have been caused or made worse by work:
 - Carpel tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis
 - Hand-arm vibration syndrome
 - Occupational asthma
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent

Reviewed: May 2026

Next Review: May 2027