**Health and Safety: First Aid Policy and Procedures**

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# Introduction

At The Little Bumblebee Nursery, the safety and well-being of every child entrusted to our care are of paramount importance. We recognize the significance of providing immediate and effective first aid in the event of illness, injury, or emergency situations. This First Aid Policy outlines our commitment to maintaining a safe environment and ensuring prompt and appropriate responses to health-related incidents.

* Purpose

The purpose of this First Aid Policy is to:

1. Safeguard Children: Ensure the immediate and appropriate provision of first aid in case of illness, injury, or emergencies to safeguard the health and well-being of children attending the nursery.
2. Support Staff: Provide guidance and procedures to nursery staff for effective first aid response, ensuring their competence in handling health-related incidents.
3. Promote Communication: Establish clear communication channels between staff, parents, and emergency services to facilitate swift and coordinated responses.

* Scope

This policy applies to all children, staff, and visitors within The Little Bumblebee Nursery premises and during off-site activities organised by the nursery.

* Relevant legislation and guidance

This policy adheres to the following legislation and guidance:

* Health and Safety at Work Act 1974

**First Aid Policy Expectations**

* Roles and responsibilities for Staff, Students and Volunteers

*1. Certificate Requirement:*

* At least one person with a current paediatric first aid (PFA) certificate must be always present on the premises when children are present. This individual should also accompany children on outings.

*2. Certification Criteria:*

* Ensure that the PFA certificate is for a full course consistent with the criteria set out in Annex A of the EYFS framework.
* PFA training must be renewed every three years.
* The renewal should be relevant to individuals caring for young children and babies.

*4. Staff Qualifications:*

* Staff with level 2 and/or level 3 qualifications obtained since June 30, 2016, must obtain a PFA qualification within three months of starting work to be included in the required staff-to-child ratios at level 2 or level 3 in the early years setting.

*5. Renewal for Staff in Ratio Requirement:*

* To continue being included in the ratio requirement, staff members must renew their PFA certificate every three years.

*6. Consideration of Premises and Staffing Levels:*

* Consider the number of children, staff, and layout of the premises to ensure that a paediatric first aider can respond to emergencies quickly.

1. *Prompt Response:* Ensure that first aid is administered promptly and effectively by trained staff in the event of illness, injury, or emergency.
2. *Communication:* Maintain open and effective communication with parents, staff, and relevant authorities regarding any health-related incidents or emergencies.
3. *Record Keeping:* Keep accurate and up-to-date records of all first aid incidents, including actions taken and communication with parents or guardians.

Adhering to these specific guidelines ensures compliance with the outlined advice and promotes a safe and secure environment for children attending The Little Bumblebee Nursery.

* Compliance and Disciplinary Measures

*1. Compliance Expectations:*

* All nursery staff, students, and volunteers are expected to comply with The Little Bumblebee Nursery's First Aid Policy and related procedures.
* Compliance includes but is not limited to:
* Participation in relevant first aid training.
* Awareness and understanding of the First Aid Policy.
* Prompt and effective response to health-related incidents.
* Compliance is mandatory for all individuals present on the nursery premises, during outings, and in any capacity associated with nursery activities.

*2. Training and Qualifications:*

* Staff members, students, and volunteers are expected to obtain and maintain the necessary first aid qualifications as per the requirements outlined in the First Aid Policy.
* Failure to acquire or renew required qualifications within stipulated time frames may result in disciplinary measures.

*3. Monitoring and Review:*

* The nursery will conduct regular monitoring and reviews to ensure ongoing compliance with the First Aid Policy.
* Staff members responsible for first aid will be subject to periodic assessments to evaluate their competence in administering first aid.

*4. Disciplinary Measures:*

* Non-compliance with the First Aid Policy may result in disciplinary action, which can include verbal warnings, written warnings, suspension, or termination of employment or association with the nursery.
* The severity of disciplinary measures will be determined based on the nature and frequency of non-compliance.
* Disciplinary procedures will adhere to the nursery's overall disciplinary policy and may involve consultation with relevant authorities or regulatory bodies.

*5. Appeals Process:*

* Individuals subject to disciplinary measures have the right to appeal the decision.
* The appeals process will be clearly outlined in the nursery's overall disciplinary policy.

*6. Confidentiality:*

* All disciplinary matters will be handled with utmost confidentiality to protect the privacy and reputation of individuals involved.

**Processes and Procedures**

The person responsible for managing first aid requirements in the nursery is: Mojdeh Najafpoor

1. *Presence of Paediatric First Aider:*

* Mandatory Presence: At least one staff member with a current PFA certificate must be on the premises and available at all times when children are present at The Little Bumblebee Nursery.
* Outings: A designated paediatric first aider must accompany children on outings and procedures for carrying necessary first aid equipment during outings shall be followed.

1. *First Aid Response:*

* Emergency Response: In the event of an emergency, the designated paediatric first aider will assume control of the situation. Staff members are required to follow the procedures outlined in the First Aid Policy.
* Emergency Contact: Ensure that emergency contact information for children is readily available and kept up to date.

*4. First Aid Kit and Equipment:*

* Availability: First aid kits must be readily available and accessible in multiple locations within The Little Bumblebee Nursery.
* Our first aid kit complies with the Health and Safety (First Aid Regulations 1981 and contains items identified as appropriate from our first aid risk assessment. The first aid box is easily accessible to adults and is kept out of the reach of children. An additional first aid kit is available to be taken on outings away from the nursery.
* Regular Checks: Conduct regular checks of first aid kits to ensure they are well-stocked, and all contents are within their expiry dates.

*Medical Emergency*

* In case of a medical emergency: Parents sign a consent form at registration allowing staff to call the emergency services and provide details of the incident and details from the child's registration form.
* The parent/carer will be contacted, and a member of staff will go with the ambulance with the child's registration details and consent forms and will remain with the child until the parent/carer arrives at hospital.

*5. Record Keeping:*

* Incident Reports: Complete detailed incident reports for all first aid situations, documenting the nature of the incident, actions taken, and any follow-up measures. All accidents however small must be recorded on an accident form. Our accident forms are kept in the nursery office. They are accessible to all staff, who know how to complete them. incident forms are used to record any injuries on entry to the setting. The parent/carer must sign the incident/accident form when they collect their child. All forms are logged and reviewed by the manager on a monthly basis to identify any patterns in occurrence, potential or actual hazards. Where issues are identified further risk assessment will be undertaken and measures put in place to prevent further accidents. All forms are kept for future reference as outlined in the Confidentiality, Data Protection and Information Sharing Policy.
* Communication with Parents: Communicate all first aid incidents promptly and effectively to parents or guardians and

*6. Reporting a Serious Injury or Death of a child.*

* When there is any serious injury or death of a child or adult we will notify the appropriate local child protection agency, Ofsted (as soon as it is reasonably practicable and within 14 days) and the insurance company. A RIDDOR report will be completed and sent to the Health and Safety Executive. Further to this if staff notices a serious injury which they are unsure whether it occurred at nursery or at home, we will follow our Safeguarding Policy.
* Copies of all completed paperwork and correspondence in relation to a serious accident, injury, illness or death must be given to a member of management.

*7. Staff Qualifications Display:*

* Display Requirement: Display staff paediatric first aid certificates prominently within The Little Bumblebee Nursery premises or maintain a list of staff with current PFA certificates, which shall be made available to parents upon request.

*8. Communication and Training Updates:*

* Regular Updates: Provide regular updates and reminders to staff regarding first aid procedures and any changes to the First Aid Policy.
* Training for New Staff: New staff members must receive training on the First Aid Policy within their induction period.

1. *Reporting incident*

* We follow the guidelines of Ofsted and the Reporting injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Examples of incidents might include one child biting another, a near miss or the use of physical restraint to prevent a child harming themselves or others.

1. *Review and Evaluation:*

* Periodic Review: Conduct periodic reviews of the First Aid Policy to ensure alignment with current regulations and best practices.
* Feedback Mechanism: Establish a mechanism for staff to provide feedback on first aid procedures and identify areas for improvement.
* Regular Checks: Regular checks and updates to staff qualifications and certifications should be conducted to maintain regulatory compliance.

This section outlines the specific processes and procedures integral to maintaining a comprehensive and effective first aid approach at The Little Bumblebee Nursery. All staff members are expected to adhere to these guidelines to ensure the safety and well-being of children attending the nursery.

**Policy management and review**

* The Little Bumblebee will review this policy annually. In cases of relevant legal or procedural changes, we will review this policy accordingly. The policy should be made available on the Nursery website, with paper copies provided by the Nursery upon request.
* The policy should be approved, signed and dated and the date for review noted.
* The policy should be provided to and followed by all staff and volunteers.

This policy statement was adopted on 01/01/2024.

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| Reviewed By: Mojdeh Najafpoor | Date: 02/01/2024 |
| Signed:  A handwritten oval shape with a black line  Description automatically generated with medium confidence | Next Review Date: 02/01/2025 |