



Hopton school house Playgroup and OOSC policies

3.2 First Aid Policy

Policy Statement

At Hopton school house the health, safety, and welfare of children, staff, volunteers, and visitors are of paramount importance. We are committed to ensuring that appropriate first aid arrangements are in place at all times to enable prompt and effective treatment in the event of illness, injury, or accident.

We will ensure that children receive immediate attention when required and that all first aid procedures are carried out safely, professionally, and in accordance with statutory requirements.

Aims

The aims of this policy are to:

- Provide effective first aid arrangements.
- Ensure prompt treatment of injuries and illnesses.
- Minimise the impact of accidents and medical emergencies.
- Promote children's health, safety, and wellbeing.
- Ensure compliance with legal and statutory requirements.
- Provide staff with the knowledge and skills needed to respond appropriately in emergencies.

Legal Framework

This policy is based on:

- Childcare Act 2006
- Children Act 1989
- Children Act 2004
- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Health and Safety at Work etc. Act 1974
- Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010
- Data Protection Act 2018



Hopton school house Playgroup and OOSC policies

- UK General Data Protection Regulation (UK GDPR)

4. EYFS Requirements

In accordance with the EYFS:

- At least one person who holds a current Paediatric First Aid (PFA) certificate will be on the premises and available at all times when children are present.
- At least one Paediatric First Aider will accompany children on outings.
- Newly qualified staff working with children will be required to obtain a Paediatric First Aid qualification within the required timescales.
- Records of first aid qualifications will be maintained and renewed every 2 years.

Responsibilities

Manager

The Manager will:

- Ensure adequate first aid arrangements are in place.
- Maintain records of qualified first aiders.
- Ensure first aid kits are regularly checked and replenished.
- Ensure accidents are recorded appropriately.
- Ensure staff receive relevant training.
- Monitor compliance with this policy.

First Aiders

Qualified first aiders will:

- Respond promptly to accidents and injuries.
- Administer appropriate first aid within the scope of their training.
- Seek emergency medical assistance where required.
- Complete accident records.
- Inform parents and carers of incidents involving their child.

Staff

All staff will:

- Report accidents and injuries immediately.



Hopton school house Playgroup and OOSC policies

- Follow first aid procedures.
- Seek assistance from a qualified first aider when required.
- Support the health and safety of children and others.
- Record all accidents in our accident book and ensure a parent or carer signs it.

First Aid Equipment

The setting will maintain appropriately stocked first aid kits.

First aid kits will:

- Be clearly identified.
- Be easily accessible.
- Be checked regularly.
- Be replenished when necessary.
- Accompany children on outings.

The contents will comply with current guidance and be appropriate for the needs of the setting.

Treatment of Children

Where a child sustains an injury or becomes unwell:

- A qualified first aider will assess the situation.
- Appropriate first aid will be administered.
- The child will be reassured and comforted.
- Parents/carers will be informed as appropriate.
- Emergency services will be contacted if required.

Children will never be left unattended whilst receiving first aid.

Treatment of Staff and Visitors

First aid may also be provided to staff and visitors where required.

Serious injuries or illnesses will be referred to emergency medical services.

All incidents involving staff or visitors will be recorded appropriately.



Hopton school house Playgroup and OOSC policies

Accidents and Incident Recording

All accidents and injuries will be recorded promptly.

Records will include:

- Child's name
- Date and time of incident
- Nature of injury
- Treatment provided
- Name of person administering first aid
- Witnesses where applicable
- Parent notification details

Parents/carers will be informed of significant injuries as soon as reasonably practicable.

Accident records will be retained in accordance with data protection and record retention requirements.

Head Injuries

All head injuries will be taken seriously.

Where a child receives a bump or injury to the head:

- First aid will be administered where appropriate.
- Parents/carers will be informed on the same day.
- The child will be monitored for signs of deterioration.
- Emergency medical assistance will be sought if necessary.

Staff will remain vigilant for symptoms such as:

- Loss of consciousness
- Vomiting
- Drowsiness
- Confusion
- Changes in behaviour

Emergency Medical Treatment

If emergency treatment is required:



Hopton school house Playgroup and OOSC policies

- A qualified first aider will take immediate action.
- An ambulance will be called by dialling 999.
- Parents/carers will be contacted immediately.
- A member of staff will accompany the child if parents are unavailable.
- Other staff will remain calm with the other children until parents collect.

Children's welfare will remain the priority throughout the emergency.

Administration of Medication

The administration of medication is covered separately under the setting's **Medication Policy**.

First aid treatment will not involve the administration of medicines unless specifically authorised and covered by individual healthcare plans and parental consent.

Infectious Illness and Bodily Fluids

Staff providing first aid will follow infection control procedures.

This includes:

- Wearing disposable gloves where appropriate.
- Safe disposal of contaminated materials.
- Effective handwashing.
- Cleaning and disinfecting affected areas.

Appropriate personal protective equipment (PPE) will be available.

RIDDOR Reporting

The Manager will ensure that incidents are reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) where required.

Reportable incidents may include:

- Serious injuries.
- Specified workplace accidents.
- Dangerous occurrences.
- Certain work-related diseases.



Hopton school house Playgroup and OOSC policies

Appropriate records will be maintained.

Children with Medical Conditions

Where children have specific medical needs:

- Individual Healthcare Plans will be developed where necessary.
- Staff will receive relevant training.
- Emergency procedures will be clearly documented.
- Parents will be involved in planning and review.

Outings and Visits

A qualified Paediatric First Aider will accompany children on outings where required.

Staff will ensure:

- First aid kits are available.
- Emergency contact information is carried for all children staff, volunteers and students
- Risk assessments are completed.
- Any specific medicines, IE inhalers are stored and taken on outings in case of emergency.
- PPE is packed

Training

The setting will ensure:

- Paediatric First Aid qualifications remain current.
- Training records are maintained.
- Refresher training is completed before certificates expire.
- Staff receive updates where necessary.

Related Policies

This policy should be read alongside:

- Health and Safety Policy
- Accident and Incident Policy

- Medication Policy
- Infection Control Policy
- Safeguarding and Child Protection Policy
- Risk Assessment Policy
- Emergency Evacuation Policy



Hopton school house Playgroup and OOSC policies