

# First Aid Policy

## Policy Statement

At Peques Anglo-Spanish Nursery Schools, we are committed to ensuring that appropriate first aid provision is in place at all times in order to safeguard the health, safety, and wellbeing of children, staff, and visitors. We aim to respond promptly, effectively, and appropriately to accidents, incidents, injuries, medical emergencies, and choking incidents, while maintaining clear procedures, suitable equipment, trained staff, and accurate records. First aid arrangements form an essential part of Peques' wider safeguarding, health and safety, and duty of care responsibilities. Choking prevention and response are recognised as a key part of safe mealtime practice and first aid provision.

## Scope

This policy applies to all Peques settings, all staff, students, volunteers, children, parents and carers, visitors, and contractors. It covers first aid arrangements on the nursery premises, in outdoor areas, and on outings, including first aid equipment, staff training, accident and incident recording, emergency response procedures, choking response, reporting requirements, and the management of children's medicines and medical needs.

## First Aid Officer

Each setting has a designated First Aid Officer with the following responsibilities:

- To check that all first aid boxes are in their correct designated locations and are clearly signposted.
- To check first aid boxes monthly for stock and to purchase or refill items when necessary. It is the responsibility of the staff member to inform the officer if they have used any products that require replacement.
- To ensure that the first aid recovery bag contains a mat and blanket in the Medical Aid Area.
- To monitor all medicines kept at the nursery for expiry dates and to ensure that they are clearly labelled and kept out of reach of children.
- To ensure that any medicines belonging to children are recorded in the Health Care Plan (HCP) Folder.
- To ensure that children with anaphylaxis have two self-injectors at the setting, and that children with asthma have two pumps at the setting.
- To monitor accident, incident, and near miss forms monthly in order to identify and action any trends.
- To monitor choking incident records in order to identify any trends, risk factors, or actions required to reduce the likelihood of recurrence.
- To deal with any injuries to children, staff, or visitors.

## First Aid Equipment

All our outings' first aid boxes contain saline or sterile water, although brand new unopened bottled water can be used if needed.

**There are five first aid boxes in PFB located in the:**

- Reception
- Crystals
- Indigos
- Garden
- Kitchen

We have 3 first aid outing bags located in the Managers office.

**There are three first aid boxes in PPG located in the:**

- Children's Toilet
- Indigo's Cupboard
- Crystals

We have 3 first aid outing bags located in the Indigos cupboard

There are signs in all the first aid box locations, and each box has a list of its contents.

Our defibrillators are located in the reception area in both sites.

We also have a Medical Aid Area in each setting, located in the Manager's Office in PFB and in Indigo's sensory area in PPG, with a recovery bag containing a mat, sheet, and blanket.

### Accident / Incident / Near Misses

Accidents, incidents, and near misses involving children at the setting or on outings are recorded on designated forms as and when they occur. These forms are signed by the witness, the manager, and then by the collecting parent/carer on collection. The forms are collated in a folder and analysed every month by the First Aid Officer in order to identify any trends and put actions in place to help prevent further accidents, incidents, near misses, or choking risks.

Descriptions and examples of the forms to be used are as follows:

**Accident** – An unfortunate event that happens unexpectedly and unintentionally, typically resulting in injury.

Example: a child tripping over a cable and injuring themselves.

**Incident** – An event that has resulted in injury, although it is not the result of an accident.

Example: a child who has developed a rash, is suffering an allergic reaction, or is complaining of growing pains.

**Near Miss** – An event that has occurred which has not caused injury but nearly resulted in injury.

Example: a child who has fallen over and narrowly missed hitting their head on the corner of a table.

**Choking Incident** – An event in which a child experiences choking and requires intervention from a member of staff, such as back pats or other appropriate first aid response. Where this occurs, staff must record how and where the child choked, inform parents and/or carers, and ensure the incident is reviewed to identify any trends or risk factors requiring action.

### Emergency

In the case of a serious accident or illness occurring at the nursery, the parent/carer will be contacted immediately, along with a medical professional, and the appropriate action will be taken.

In the unlikely event that the parent/carer cannot be contacted, a senior member of staff will assume responsibility and will accompany the child to hospital, together with a teacher with whom the child is familiar. Permission for this protocol is requested via the registration form. Once at the hospital, the advice and instruction of the medical professional will be followed until the parent/carer arrives.

If the parent/carer does not give this permission when registering their child at the setting, an action plan will be put in place prior to the child's start date in order to safeguard the child whilst respecting the parent's/carer's wishes.

If a child experiences a serious accident, illness or injury, or dies whilst at a setting, Ofsted will be notified as soon as is reasonably practicable and, in any event, within 14 days, together with details of the action taken. Local child protection agencies will also be notified of any serious accident or injury to, or death of, any child whilst in our care, and Peques will act on any advice given. Where an incident is reportable under RIDDOR, the relevant notification will also be made to HSE.

Where a child experiences a choking incident requiring intervention, staff will respond immediately in line with paediatric first aid training, record how and where the child choked, inform parents and/or carers, and review the incident in order to identify any further action required. Whilst children are eating, there will always be a member of staff in the room who holds a valid full paediatric first aid certificate. Children will always remain within sight and hearing of staff whilst eating.

### Millie's Mark

Millie's Mark is a First Aid Quality Assurance Scheme named after Millie Thompson, who died after choking on food at a nursery in 2012 when she was just nine months old. This special endorsement for childcare providers goes beyond the EYFS minimum requirements by ensuring that 100% of childcare staff are fully trained in Paediatric First Aid (PFA). We also ensure that everything learned during the course is kept alive and at the forefront of practitioners' minds so that they are confident, ready, and capable of dealing with a first aid situation.

All staff must renew their PFA certificates every three years. However, we aim to renew all teaching staff certificates every two years. New staff have a grace period of three months from their start date with the company to achieve this. We work with a quality-assured trainer who provides all relevant documentation and delivers the training in accordance with EYFS requirements.

We have a Millie's Mark Officer who assesses staff confidence every six months using the Staff Confidence Assessment Tool (SCAT). This tool assists us when deploying staff to ensure that there are always confident first aiders on site and on outings.

Staff take a company mobile phone with them on outings and have the garden phone with them whilst in the garden. In the event of an accident, one of our confident staff members, as rated by SCAT, will take action to apply first aid treatment.

### **This policy should be read in conjunction with:**

- Safeguarding Children Policy & Procedure
- Health and Safety Policy
- Risk Assessment Policy
- Fire Safety & Emergency Evacuation Policy & Procedure
- Infection Control Policy
- Allergies Policy & Procedure
- Medication Policy
- Common Ailment Policy
- Sleeping Policy
- Outings Policy

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**Approval route:** Head Office