

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

First aid

Policy statement

Ready Steady Grow Pre-School is committed to ensuring the health, safety and wellbeing of all children, staff, parents and visitors. We take prompt, appropriate and safe action to administer first aid in the event of illness, injury or accident.

We meet and exceed the requirements of the EYFS Statutory Framework (2024/25), ensuring that:

- At least one member of staff with a valid, full Paediatric First Aid (PFA) certificate is on the premises at all times when children are present.
- At least one member of staff with a valid PFA certificate accompanies children on all outings and off-site activities.
- All newly-qualified staff (Level 2 or Level 3, achieving their qualification after 30 June 2016) hold a valid PFA certificate in order to be included in ratios.

All first aid training is compliant with EYFS Annex A, suitable for early years settings, and delivered by a training provider demonstrating due diligence.

We maintain complete and accurate written records of accidents, injuries, first aid treatment, and any action taken.

Responsibilities

The Manager (First Aid Lead):

- Ensures compliance with EYFS first aid requirements.
- Maintains up-to-date records of all qualified first aiders.
- Ensures first aid kits are checked, fully stocked and within expiry dates (minimum termly).
- Ensures staff undertake refresher training as required.
- Ensures all accidents are recorded and reported appropriately.

Staff Responsibilities:

- Respond promptly and appropriately to injuries or health concerns.
- Record all accidents and first aid provided.
- Inform parents of accidents on the same day.
- Follow infection-control procedures.
- Know the location of all first aid kits and ice packs.

First Aid Kits

Our first aid kits are:

- Accessible to staff at all times.

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- Out of reach of children.
- Stocked in accordance with HSE guidance and EYFS requirements.

Contents include:

- 4 triangular bandages (at least 1 sterile)
- Sterile dressings: small x3, medium x3, large x3
- 20 assorted sterile plasters
- 2 sterile eye pads
- Safety pins (minimum 6)
- HSE-approved first aid guidance card
- Vinyl/PVC disposable gloves (2+ pairs)
- Disposable apron
- Children's forehead thermometer
- Ice packs (kept in the freezer)

A clearly labelled outings first aid kit is also maintained.

Accident and First Aid Procedures

Minor injuries

- Assessed and treated by a qualified first aider.
- Comfort and reassurance are always prioritised.
- Parents are informed on the same day, with a written accident form signed by the parent/carer.

Injuries requiring medical attention

- Staff immediately inform parents and advise medical review (GP, UTC or 111).
- If the child is distressed, has a head injury, bump to the face, or symptoms worsen, parents are contacted earlier.

Serious injuries / emergency medical treatment

- Staff call 999 immediately.
- A first aider stays with the child and administers first aid.
- A senior member of staff informs parents/carers.
- A staff member accompanies the child to hospital if the parent has not yet arrived.
- Parents consent to this at registration.

Head injuries

Head injuries are always treated with caution.

- Parents are informed immediately of any head injury.
- Staff monitor the child closely for signs of concussion.

Recording and reporting accidents

All accidents are recorded on the same day and include:

- Child's name
- Date, time and location of accident

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- Nature of injury
- First aid given
- Staff signature
- Parent signature

Records are reviewed regularly by the Manager to identify patterns and take preventative action.

Statutory notifications

Where applicable, we notify:

- RIDDOR (HSE) for major injuries, fractures, hospital treatment, or incidents caused by equipment/environmental hazards
- Ofsted for any serious accident, injury or illness requiring medical treatment
- Bromley Children's Services / MASH if an injury raises safeguarding concerns

Notifications are made within the required legal timescales.

Medication & Emergency Medical Plans

Medication is only administered in accordance with the Administering Medicines Policy.

We ensure that:

- Staff are trained to use emergency medication (e.g. EpiPens, inhalers).
- Individual Healthcare Plans are followed, reviewed, and accessible.

Hygiene and Infection Control

To reduce cross-infection, staff must:

- Wear disposable gloves and aprons when dealing with bodily fluids.
- Dispose of waste safely using appropriate bins.
- Clean and sterilise equipment after use.
- Follow the setting's hygiene and illness procedures.

Paediatric First Aid Training Requirements

All PFA certificates must:

- Be full 12-hour courses (blended or in-person)
- Meet EYFS Annex A requirements
- Include CPR, choking, anaphylaxis, and managing emergency situations involving babies and children
- Be renewed every 3 years

A list of current PFA trained staff is displayed for parents and staff.

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Outings and Off-Site Procedures

- At least one PFA-trained member of staff accompanies each group.
- A portable first aid kit and emergency contact details are carried at all times.
- Staff follow the outings risk assessment and emergency procedures.

Insurance

Our employer's liability and public liability insurance covers:

- First aid administered by trained staff
- Students and volunteers under supervision

Policy Review

This policy is reviewed annually or sooner if:

- Legislation changes
- Ofsted guidance changes
- There is a significant incident requiring policy revision