

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 the requirements of the Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers, effective from 1 September 2026, 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.
- Staff who obtained a relevant Level 2 and/or Level 3 qualification on or after 30 June 2016 must hold a full or emergency PFA certificate within 3 months of starting work in order to be included in the qualified staff:child ratios, in accordance with the current EYFS.

All PFA training must meet the course-content requirements set out in the current EYFS and be delivered by a competent training provider. The setting undertakes appropriate due diligence when selecting training.

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

- This policy should be read alongside the setting's Accident/Incident, Administering Medicines, Health and Safety, Safeguarding/Child Protection and Outings procedures, and current Bromley Safeguarding Children Partnership (BSCP) arrangements.
- Staff must always prioritise emergency treatment. Safeguarding or regulatory notifications must never delay calling 999 or providing first aid.

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.

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- 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.
- Out of reach of children.
- • Stocked appropriately for the setting following a first-aid needs assessment, with contents checked regularly and replenished after use or when items expire.

Contents are determined by the setting's first-aid needs assessment and may 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.

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- 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.
- Emergency medical help is sought immediately for red-flag symptoms such as loss of consciousness, seizure, repeated vomiting, increasing drowsiness, unusual behaviour, worsening severe headache, weakness, problems with balance/vision/speech, or where staff are otherwise seriously concerned.
- Parents/carers are given clear information about the injury and advised to continue monitoring the child after collection and seek urgent medical advice if symptoms develop or worsen.

Recording and reporting accidents

All accidents are recorded on the same day and include:

- Child's name
- Date, time and location of accident
- Nature of injury
- First aid given
- Staff signature
- Parent signature
- The record also includes the action taken, who administered first aid, when and how parents/carers were informed, and any onward medical advice or treatment.
- Records are stored securely and retained in line with the setting's retention schedule, data-protection requirements and any relevant insurance/legal requirements.

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

Statutory notifications

Where applicable, we notify:

- RIDDOR (HSE) only where the statutory reporting criteria are met. For a child or other non-worker, this generally requires a work-related accident that causes injury and results in the person being taken directly from the scene to hospital for treatment. Precautionary hospital attendance without injury is not reportable under RIDDOR.
- Ofsted for a child's serious accident, injury or illness while being looked after, and the action taken. Significant events must be reported using Ofsted's current serious childcare incident service as soon as possible and always within 14 days. Minor injuries and routine medical treatment do not normally require notification.
- Bromley Children and Families Hub (C&F Hub) where an injury, presentation or explanation raises a safeguarding concern. Current contacts: 020 8461 7373 / 7379 (Monday-Friday 8.30am-5pm), CandFhub@bromley.gov.uk; out of hours 0300 303 8671. If a child is in immediate danger, call 999.

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Notifications are made within the applicable legal timescales and a record is kept of the decision whether or not to notify, the reason, the date and the person who made the notification.

Safeguarding concerns arising from injuries

- Any injury that is unexplained, inconsistent with the history given, concerning because of its pattern or location, or otherwise raises concern about abuse or neglect is referred immediately to the DSL and managed under the Child Protection Policy.
- For bruising or injury in a baby or non-mobile child, staff must follow the current Bromley Bruising and Injuries in Babies and Non-Mobile Children Protocol and seek safeguarding advice/referral without delay where required.
- Staff record the child's presentation and the explanation given factually and must not investigate suspected abuse themselves.

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:

- • Meet the current EYFS requirements for either full or emergency paediatric first aid, as applicable to the member of staff's role and ratio status
- • Cover the required practical and theoretical course content specified by the current EYFS
- • Include appropriate practical assessment and emergency response skills for babies and children, including CPR, choking and anaphylaxis
- Be renewed every 3 years

A record of current PFA-trained staff, certificate type and expiry date is maintained. Parents can be informed of the setting's first-aid arrangements on request.

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Outings and Off-Site Procedures

- At least one person with a current PFA certificate accompanies children on outings. The outing risk assessment considers whether additional PFA-trained staff are required because of group size, children's medical needs, location, travel time or access to emergency services.
- A portable first aid kit and emergency contact details are carried at all times.
- Staff follow the outings risk assessment and emergency procedures.
- Emergency contact information and any individual emergency medication/healthcare information needed to keep children safe are readily accessible while maintaining confidentiality.
- Where an automated external defibrillator (AED) is available, staff are made aware of its location and follow emergency-service instructions and their training.

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
- Changes to the EYFS, Ofsted/HSE reporting guidance, first-aid practice or Bromley safeguarding procedures