



First Aid Policy

It is our intention to ensure children receive the best possible care and attention. Where possible all members of staff will have the necessary qualification in Paediatric First Aid. In the event of a child having a fall or hurting themselves the following procedures will apply –

The injured child will receive one to one support and attention from a member of staff who is trained in Paediatric First Aid.

All accidents and injuries will be documented and filed in the Accident book by the staff member who dealt with it and the parent/carer asked to sign the Accident report when the injured child is collected at the end of the day or session.

If the injured child is collected by someone other than the parent a copy of the Accident report will be made and passed on to the parent by the person who collected the child and signed the report.

In the event of an injury being considered serious e.g. a head injury, the parent/carer will be telephoned so that they are kept informed of the situation. If considered necessary, the parent/carer will be asked to come and collect their child as soon as possible and the child made comfortable until the parent/carer arrives.

Should the situation be deemed an emergency then the emergency services will be called before the child's parent/carer so as not to waste any valuable time. The parent/carer will then be contacted and the situation carefully explained to them. If the ambulance arrives before the parent/carer then a member of staff will escort the child to hospital.

Ofsted will be informed in the event of serious injury or death of a child.

This Policy was adopted at a meeting of the pre-school held on 23rd August 2024.

Signed on behalf of the pre-school: Rebecca Horseman (Manager)

Date to be reviewed: 23rd August 2025.