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## FIRST AID POLICY

### EYFS FIRST AID POLICY.

This policy covers children at Busybugs nursery. Providers are responsible for identifying and selecting a competent training provider to deliver their PFA training. There is no hierarchy in relation to the range of Training Providers who offer Paediatric First Aid training, however those who work under the following Bodies are fully regulated: one that is a member of a Trade Body with an approval and monitoring scheme, the Voluntary Aid Societies and those who work under Ofqual Awarding organisations. It may also be helpful to refer to HSE's guidance about choosing a first aid training provider, which can be found at:

[www.hse.gov.uk/pubns/geis3.htm](http://www.hse.gov.uk/pubns/geis3.htm)

#### Purpose:-

To clarify our procedure for dealing with accidents or injuries which occur in the setting, including how we share this information with parents.

We make every effort to keep children and adults safe and well cared for in our setting. First aid provision is a vital element of the daily care of our children.

#### Practical Arrangements:-

First Aid boxes are kept in every nursery room and the office. These are checked regularly by senior staff members and restocked as appropriate.

#### Arrangements at point of need:-

Any qualified member of staff may administer first aid. Staff should be aware of keeping themselves safe when dealing with accidents and emergencies.

1. Administer first aid as appropriate.
2. Call for help if needed.
3. Call emergency services if required.
4. Ensure everyone is safe and casualty is accompanied.
5. Call parents if appropriate.
6. Record accident/incident on Accident/Near Miss forms.
7. Ensure relevant parties have been informed.
8. Take further action e.g. risk assessments as required.

All accident or injuries will be recorded on the nursery accident/near miss forms by the first aider.

Accident forms are photocopied once parents have signed and they are given a copy on demand. The original copy is given to management who record these on monthly check sheets.

Accident/Near Miss forms are kept in the office and all rooms have copies.

Accident/Near Miss forms are signed and dated by the first aider.

Parents informed at end of their child's session if it is a minor incident. Parents sign Accident/Near Miss form when picking up their child.

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If the parent will not be collecting the child that day then staff are to phone home to let the parents know about the accident before they receive an Accident/Near Miss form.

If in doubt call 999.

Staff/visitors:-

Accidents involving staff or visitors will also be recorded on the Accident/Near Miss forms.

First aid:-

All staff have a paediatric first aid qualification.

Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios at the level below their level of study, if Management is satisfied that they are competent and responsible and if they hold a valid and current PFA qualification. Copies of qualification certificates in office and updated as appropriate.

Illness at nursery:-

If a child complains of feeling unwell, they will be monitored by staff and given reassurance. If they appear 'under the weather', but are not showing specific symptoms and are not in distress the staff will observe them closely and inform the parents at pick up time.

If a child displays specific symptoms and is unwell a member of staff will stay with the child and keep them safe. Another member of staff will telephone the parents using the contact details given on the pupil information form. It is the responsibility of parents to inform us of any changes in contact details.

If any member of staff feels unsure, they should ask management for assistance. In cases of severe illness call the emergency services. If in doubt we will call 999.

Parents are expected to share any health concerns e.g., head lice, impetigo. The manager will then share this information with parents via letter. The confidentiality of the child will always be respected.

Parents will be asked for health information at the beginning of each year. Where appropriate the room leads will inform the kitchen and staff e.g., allergies.

Infection and Hygiene:-

The nursery is cleaned daily.

Staff will report any additional needs to reduce the risk of infection.

Staff will check areas regularly to check for cleanliness and clean toys regularly.

Staff will use gloves provided when dealing with vomit, faeces, blood and bodily fluids. Gloves and soiled matter will be secured in bin liners and collected by the site staff for disposal. Clothing to be taken home will be secured in a sealed bag until the parent arrives.

Pupils are taught about hand washing, toileting through PSED.

We follow the Public Health England Guidance on infection control in schools and other childcare settings document. A copy is kept in the office.

Head Bumps

Staff will contact parents via telephone to make them aware of a head bump. Staff will also fill out an Accident/Near Miss form that parents or carers are to sign at the end of the day.

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Children in Nappies:-

Please refer to Nappy Changing Policy.

Accidents at home:-

Staff will be vigilant for any unexplained injuries.

Initially ask parents about the accident.

Record any severe, unexplained or unusual injuries in the accident folder using the Accident/existing injury form indicating "at home".

Contact DSL with any concerns.

Telephone numbers.

RIDDOR 0845 300 99 23

Environmental Health – 0845 8727374

Monitoring accidents:-

The accident folder to be reviewed at the end of each month by management to identify recurring accidents.

If a recurring accident is identified a risk assessment will be carried out.

To ensure that you have an accurate record of all accidents that have happened within the provision, all Accident/Near Miss forms are dated consecutively.

This will ensure that all forms can be traced within a timeline.

Near misses:-

Near misses will be recorded using the Accident/Near Miss forms. Examples of near misses might be a shelf falling off the wall or a piece of furniture toppling over.

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