



First Aid Policy

Creative Stars Day Nursery makes every effort to ensure that all children are safeguarded and well cared for. The children are the centre of our focus in all decision-making and arrangements. The nursery sees First Aid provision as vital in the daily process of caring for the children.

The nursery keeps records of illnesses, accidents and injuries, together with an account of any first aid treatment, prescription medication or treatment given to a child. This can be in the Nursery Onsite Communication Book.

All policies are listed on our website: www.creativestarsdaynursery.com.

New staff are given information on all the nursery policies as part of their induction and are expected to complete PFA training within 3 months of joining the company.

Implementation: Practical Arrangements

First aid boxes are in the main room, baby room, office and outdoor area. The contents of the first aid boxes are checked regularly by management. First aid boxes will be restocked immediately when required.

Practical Arrangements at the point of need

At the point of need, the nursery practitioner most able to administer first aid must begin the process. A qualified Paediatric First Aider must be called to administer the ongoing first aid to a child in line with the following procedures:

- Administer first aid as appropriate
- Call for help if appropriate
- Call emergency services if required
- Ensure everyone is safe and the injured party cared for and accompanied
- Call the parents if appropriate immediately after the incident/accident
- Record the incident / accident
- Ensure relevant people are communicated with
- Take any further action as required.

If an ambulance is required for emergency treatment, a senior member of staff will accompany the child to hospital. The parents will be notified immediately.

Staff members should call emergency services as soon as it becomes clear the injury is beyond the nursery's capability and the health of the child is compromised; if in any doubt, refer immediately to a member of the Senior staff.

Recording accidents and informing parents

Members of Staff who deal with an accident or injury must record the incident on the Accident / Head Injury forms and inform management. Parents are always contacted if a child suffers anything more than a minor injury; for example, a head injury, becomes unwell or if we have any worries or concerns about his/her health. Parents are encouraged to contact the nursery if they have any concern relating to their child's health.

If a child obtains a minor injury, parents will be informed of the accident when the child is collected from nursery at the end of the day / session.



Our records are reviewed regularly by management and action taken to minimise the likelihood of recurrence.

Records include:

- Date, time and place of incident
- Name of the injured or ill child
- details of the injury/illness and what first was done
- what happened to the person immediately afterwards (e.g., went home, resumed normal duties, went back to play, went to hospital)
- name and signature of the person dealing with the incident along with a witness.

Qualified Paediatric First Aiders

All floor-based staff have paediatric first aid or will have paediatric first aid training in place within three months of joining the company. All staff receive Paediatric First Aid training every 3 years.

For Protocol for Administration of Medicines at nursery please refer to the Medicine Policy.

This policy was reviewed on: 21.07.26

Date of next review: 21.07.27