

WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY & SUNBEAMS CLUB

First Aid - EYFS



**Updated: September 2026
Review Date: September 2027**

First Aid Policy – EYFS

At Woodlands Primary School, Hedgehogs Nursery and Sunbeams Club, the safety and wellbeing of all children, including babies and toddlers, is our highest priority. This policy outlines our approach to first aid provision within the Hedgehogs, Squirrels, Foxes and Reception room, in accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS).

Aims of the Policy

- To ensure immediate and effective care is provided in the event of injury, illness, or emergency.
- To maintain a safe and responsive environment where babies are protected and supported at all times.
- To make sure all staff are trained and confident in delivering first aid appropriate for babies and toddlers.
- To keep parents informed of any accidents or injuries and the actions taken.
- To ensure that accurate and essential paperwork is completed and shared with SLT in a timely fashion to enable SLT to do any necessary follow up.

Staff Training and Responsibilities

- At least one member of staff with a current full paediatric first aid (PFA) certificate is always present in the baby room during opening hours and accompanies babies on outings.
- All paediatric first aid training is EYFS-compliant, meeting the requirements of a full, 12-hour face to face, PFA course.
- First aid training is renewed every 3 years or sooner if required.
- The Hedgehogs Room Lead, the Squirrels Room Lead, the Foxes Room Lead and Reception team, in conjunction with the Infant Site First Aid Lead will ensure that all first aid kits in each room are fully stocked, accessible, and regularly checked.

First Aid Provision

First aid kits are located in designated areas of the EYFS, and are:

- Easily accessible to staff.
- Kept out of reach of children.
- Clearly labelled and regularly replenished.

Each kit contains age-appropriate materials, including:

- Baby/toddler-safe plasters, gauze pads, bandages, sterile wipes, and digital thermometers.
- Gloves and face masks for infection control.
- Cold compresses for minor bumps or swelling.

Responding to Illness or Injury

If a baby/toddler is injured or becomes unwell:

1. A qualified first aider will assess the situation and provide appropriate first aid.
2. The child will be comforted and cared for in a calm, reassuring manner.
3. First aid will be carried out following infection control procedures (e.g., hand hygiene, use of gloves).
4. Staff will ask the Admin Team to phone parents to inform them what has happened or if they need to collect their child/call an ambulance and alert SLT. Room lead or Deputy lead

will do full hand over with parent/carers, medical team and inform SLT/complete requisite paperwork.

5. Staff will complete an Accident or Incident Form, which will be logged in the child's e-record, detailing:
 - What happened?
 - Any first aid given.
 - Observations made.
 - Actions taken.
6. The form will be:
 - Signed by the first aider.
 - Shared with the child's parent or carer at collection.

If a baby/child has a bump to the head, even if minor, this will always be:

- Immediately reported to the parent by telephone.
- Monitored for signs of concussion or distress.
- Recorded on the accident form and followed up as needed.

Emergency Situations

In the case of a **medical emergency**:

- A qualified paediatric first aider will respond immediately.
- The nursery lead or deputy nursery lead will:
 1. Ensure the Admin Team call 999 for emergency medical services if needed.
 2. Ensure the Admin Team contact the child's parent or emergency contact, and SLT.
 3. Room Lead or Deputy Room Lead will accompany the child to hospital if necessary, reassuring the child and taking the child's medical and emergency contact details.
 4. The incident will be logged, and follow-up support will be provided to the family and staff.

Infection Control During First Aid

- All first aid is delivered using hygienic procedures to prevent cross-infection.
- Single-use disposable gloves and protective equipment are worn as standard.
- Soiled materials and gloves are disposed of safely in designated bins.
- Surfaces and equipment are cleaned and disinfected after any first aid incident.

Parent Communication

- Parents are kept fully informed of any first aid given to their child.
- If a child needs ongoing care or observation at home, staff will explain clearly what has happened and what to monitor.
- In cases of concern (e.g., fever, allergic reaction, injury to the head), parents are contacted immediately.

Review and Monitoring

- Accident and first aid records are monitored regularly by the Room Leads to identify patterns and improve safety.
- The first aid policy is reviewed annually or sooner if changes in legislation, staffing, or health guidance occur.

- Staff are reminded of their first aid responsibilities during regular staff meetings and training updates.

Accidents at Home and Existing Injuries

- Parents/carers should inform the setting of any accidents, injuries, marks, or incidents that have occurred at home before the child attends.
- Any existing injuries or marks noticed on a child on arrival should be recorded on the **e-record system**, including details of the injury, date and any explanation provided by the parent/carer.
- If a parent/carer has not informed the setting of an accident or injury and practitioners notice bruising, marks, or other concerns, staff should use their professional judgement to decide whether to contact the parent/carer for further information or discuss this with them at collection time.
- Practitioners should monitor any existing injuries throughout the child's session and update records if there are any changes or further concerns.
- Staff should remain alert to patterns of repeated, frequent, or unusual accidents/injuries and ensure any concerns are recorded accurately.
- Any injuries that appear inconsistent with the explanation provided, or any concerns regarding a child's safety or wellbeing, must be reported immediately to the **Designated Safeguarding Lead (DSL)** following the safeguarding policy.
- The DSL will review concerns, decide on the appropriate course of action, and follow safeguarding procedures where required.