The Lloyd Williamson Nurseries

Paediatric First Aid and First Aid Policy

2026-2027

Updated by Lucy Meyer
Date: 14.10.26
Due for Update: October 2027

Introduction

The aim of this policy is to ensure that there are sufficient numbers of competent first aid personnel available to deal with accidents and injuries occurring at Lloyd Williamson Nurseries. Additionally, all employed staff and regular volunteers will hold a valid Paediatric First Aid qualification. We commit to providing adequate training and equipment to meet statutory requirements, the needs of our organisation and Ofsted/EYFS 2026 expectations.

Linked and Related Policies

- Health and Safety Policy
- Positive Handling Policy
- COSHH Policy
- Safeguarding and Child Protection Policy
- Administering Medicines Policy

Legal Framework

- The Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981 (as amended 2009)
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Early Years Foundation Stage Statutory Framework 2026 (EYFS)
- Keeping Children Safe in Education 2026 (KCSIE)

Definitions

First Aid

Treatment given to preserve life and minimise the consequences of injury or illness until full medical support is available. This includes emergency treatment of serious injuries and basic care for minor injuries.

First Aider

An employee who has successfully completed an HSE-approved First Aid at Work course and holds a valid certificate of competence.

Paediatric First Aider

A staff member or regular volunteer who holds a qualification in Paediatric First Aid as required by the EYFS. This must be renewed every three years.

Appointed Person

An employee trained (one-day HSE Appointed Person course with annual update) to take charge of first-aid arrangements in the absence of a qualified First Aider.

Roles and Responsibilities

Senior Management Team (SMT)

- Ensure adequate first aid cover, training budgets and resources.
- Maintain the Paediatric First Aid register and training records.
- Review provision and policy annually or after a significant incident.

Nursery Managers and Room Leaders

- Carry out first aid needs assessments for their areas.
- Ensure first aid boxes and equipment are accessible and stocked.
- Display names and locations of First Aiders and appointed persons.
- Notify new staff and volunteers of first aid arrangements at induction.

Qualified First Aiders

- Provide first aid within the scope of their qualification.
- Restock any items used from first aid boxes promptly.
- Maintain certification through refresher training every three years.

Appointed Persons

- Lead emergency first-aid response if no qualified First Aider is immediately available.
- Undertake an annual update of appointed-person skills and knowledge.

All Staff

- Take reasonable care of their own health and safety and that of others.
- Familiarise themselves with local first aid arrangements and the identity of First Aiders.
- Report hazards, incidents or shortcomings in first aid provision immediately.

First Aid Needs Assessment

The SMT and Health and Safety officer will consider:

- Number, distribution and age-range of children and staff.
- Site layout (two nursery buildings) and off-site activities.
- Nature of activities (including outings and trips).
- Shift patterns, annual leave and absences.
- Presence of visitors, trainees or volunteers with special needs.

All staff undertake first aid training. We require a minimum of four Paediatric First Aiders to ensure cover across both sites and at all times that children are present.

First Aid Arrangements

- At least one Paediatric First Aider will be on site at all times and on every outing.
- First aid boxes will be located in prominent, accessible areas and clearly signposted.
- Boxes will meet HSE guidance and be checked monthly by the Nursery Manager.
- Spill-kits, an eyewash station and telephone contacts for emergency services will be maintained in each building.
- Emergency procedures, including summoning an ambulance, will be displayed alongside First Aid notices.

Training and Competence

- Paediatric First Aid training (full EYFS-compliant course) every three years.
- First Aid at Work training (for adult injuries) every three years for designated staff.
- Appointed Person course (one day) with yearly update.
- All training providers must be HSE-approved and certificates kept on file.

Record Keeping and Reporting

- All first aid incidents will be recorded in the nursery Accident Book and a copy held in each room.
- Details to include: date, time, nature of injury, treatment given, and by whom.
- Parents/carers will be informed of any first aid treatment on the same day.

- RIDDOR-reportable incidents (serious injury, death) will be notified to the HSE by the Director or Nursery Manager.
- First aid box checks, training logs and incident records will be reviewed annually.

Monitoring and Review

This policy is updated annually or following any significant first-aid incident, changes to EYFS guidance, or amendments to relevant legislation.

Updated October 2026

Lucy Meyer - Director