



Norman Court Montessori CIC

First Aid Policy

Statutory Guidance

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Services for Young Children Website www.hants.gov.uk/childcare

Keeping Children Safe in Education:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

Statutory Framework for EYFS (2017):

http://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf

First Aid Regulations 1981 www.hse.gov.uk/firstaid/legislation.htm

At Norman Court Montessori CIC, staff members who have achieved an authorised first aid qualification are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with a current first aid certificate is on the premises, or on an outing at any one time. The first aid qualification includes specific first aid training for infants and young children.

Procedures

- First Aid kits are provided in each nursery classroom, kitchen and office areas. In addition to the first aid equipment, the nursery provides disposable plastic aprons, disposable gloves, cold compresses and thermometers.
- Information about who has completed first aid training and the location of the first aid boxes is provided to all staff members and volunteers. A list of all staff members and volunteers who have current Paediatric First Aid Certificates is made available.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- There is a named person in the Nursery who is responsible for checking and replenishing the first aid box contents. First Aid boxes are checked and replenished monthly at minimum.
- Medication is only administered in line with our Administering Medicines Policy.
- In case of minor injury or accidents, first aid treatment is given by a qualified first aider.



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- In the event of minor injuries or accidents, we normally inform parents when they collect their child, unless the child is unduly upset, or we have concerns about the injury. In which case we will contact the child's parents for clarification of what they would like to do, i.e. whether they wish to collect their child and/or take them to their own GP.
- An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken. A member of staff or the management team would accompany the child and wait for the arrival of their parents/carers.
- At the time of each child's admission to the nursery, parents/carers sign a consent form allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to hospital.
- Accidents and injuries are recorded in our accident record log and where applicable, notified to the Health and Safety Executive, Ofsted, RIDDOR and/or local child protection agencies.