

NEW HALL EARLY YEARS FIRST AID POLICY

Please also refer to the Whole School Medical & First Aid Policy and the Early Years Administering Medicine Policy

1 Policy statement

At New Hall, Early Years staff are trained to be able to take action to apply first aid treatment in the event of an accident involving a child. A person holding a current, full paediatric first-aid certificate will be on the premises and available whenever children are present. A suitably qualified paediatric first aider will accompany children on every outing. Staffing arrangements will enable a paediatric first aider to respond quickly throughout the premises. First aid will be provided without avoidable delay, and emergency services will be called when required.

2 Procedures

2.1 Risk assessments

Risk assessments of the setting and the surrounding premises and equipment are carried out at the beginning of each session and periodically throughout the term to minimise the risk of injury.

Assessments must consider:

- How quickly a paediatric first aider can reach children in every part of the premises
- The number and ages of children, staffing levels and the building's layout
- First-aid coverage during breaks, staff absences, opening and closing periods, mealtimes and outings
- The location, accessibility and suitability of first-aid equipment

Before outings to premises not previously visited, there is a requirement to assess the particular risks and hazards and identify how they will be removed, minimised or managed. A prior visit may be required where proportionate.

2.2 First aid training and boxes

- First aid boxes are located in each Preparatory Division classroom, on each floor of the Preparatory Divisions at specific locations, and bags in each Nursery classroom. The first aid kits are all easily accessible to adults, but out of reach of children
- Every three years, all staff in the Early Years setting are trained in paediatric first aid
- The School maintain a central register of trained staff and certificate expiry dates, with advance renewal reminders
- Our first aid kits comply with the Health and Safety Regulations 1981. A kit containing appropriate items for children will always be accessible. Kits require immediate replenishment after use and checking of expiry dates and sealed items. They are also checked once a term by Health and Wellbeing Centre staff, and the Nursery Administrator and re-stocked as necessary

The Nursery has achieved Millie's Mark which is a quality assurance measure around First Aid qualifications and standards. It is valid for three years.

2.3 Parent Permissions

- At the time of admission to New Hall, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval

- Parents sign a consent form at registration, allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary, on the understanding that parents have been informed and are on their way to the hospital
- Parental consent arrangements must never delay calling 999, providing necessary first aid, following emergency-service instructions or taking a child for urgent medical treatment

2.4 Injury in School

Minor injuries will be treated by a qualified first aid practitioner. For more serious injuries, Early Years staff will contact the Health and Wellbeing Centre for advice, and an informed decision will be made to seek treatment from outside medical professionals. In cases of serious injury, the emergency services will be called, and parents will be informed immediately. The accident or injury and all first-aid treatment must be recorded. Any staff member may summon emergency help without waiting for management approval.

2.5 Injury, accidents and medication outside of School

- Parents must always notify us of any injury or accident that has occurred to their child whilst they have been away from the setting. These details should include the circumstances of the injury, the date and time and what treatment was given by whom
- Parents should notify us of any medication that has been administered to their child before School, including the dosage and time given
- Unexplained, inconsistent or concerning injuries should be escalated to the appropriate authority in line with Safeguarding policy

3 Head injuries

- Parents are contacted to inform them of a head injury
- Head injuries are recorded on EVOLVE
- There will be immediate telephone contact where symptoms, the mechanism of injury or the child's age create concern
- This will be followed with continued observation and recorded monitoring
- There is a clear emergency escalation should symptoms indicate this is necessary
- A structured handover to staff supervising the child later in the day should take place
- In the Nursery Division, a head injury sticker will be given to the child to wear so that all members of staff are aware

4 Reporting the accident

Pupils that require first aid in the Nursery or Preparatory Divisions will be added to EVOLVE. This documents all appropriate information relating to an accident. Ofsted must be notified of any serious accident, illness, injury or death of a child while in the School's care, together with the action taken. Notification must be made as soon as reasonably practicable and no later than 14 days after the incident. The relevant local child protection agency must also be notified of any serious accident, serious injury or death, and the provider must act on its advice.

5 Medical/allergy list

All pupils with specific medical conditions will have their own individual care plans and all staff are notified (i.e. those with chronic medical conditions, which might require intervention by a

third party will have the details of their medical condition(s) recorded by the Health and Wellbeing Centre as soon as possible, if not before their arrival in the School, and verification of their condition(s) and the treatment indicated).

6 Administering medication

Please see Early Years Administration of Medicine Policy.

The Nursery, Preparatory Divisions and the Healthcentre keep up-to-date supplies of emergency adrenaline auto-injectors as per Benedict's Law, 2026.

7 Outings

All medication including adrenaline auto-injectors, asthma inhalers and first aid kits are taken on outings and are the responsibility of the Class Teacher/Key Person. Parents sign a consent form, giving permission for the outing and the administration of anaesthetic/medication in case of an emergency. At least one person holding a current full Paediatric First Aid (PFA) certificate should accompany every EYFS outing. The number of PFA-trained staff is determined by the number and needs of children, staffing, journey, location, activities and access to emergency assistance. The outing leader checks the first-aid kit, emergency medication, care plans and emergency contact information before departure. Responsibility for carrying and accessing these items is assigned to a specific member of staff. Accidents and treatment are recorded and parents informed to the same standard as for incidents on site.

All injuries, diseases and dangerous occurrences involving School staff, on or off the School premises that arise in the course of School business, should be reported as soon as practical to the Deputy Head of Operations and Health & Safety Officer/Estate Manager. The Health & Safety Officer will assess the nature of the injury and whether it is reportable, in accordance with RIDDOR regulations 1995 and if appropriate, make a report online.

8 Legal framework

The legal framework upon which this policy is set out in the following:

- Health & Safety (First Aid) Regulations (1981)
- Benedict's law 2026
- EYFS statutory framework for group and school-based providers, effective September 2026, paragraphs 3.37–3.40, 3.64, 3.78–3.79 and 3.91.
- EYFS Annex A, Criteria for effective Paediatric First Aid training
- Early Years Qualification Requirements and Standards, July 2026, where staff are counted in qualification-based ratios

9 Designated Early Years First Aiders (from 7.30am to 6.00pm - Early Years opening hours)

New Hall have a number of qualified First Aiders, in addition to the staff in the Health and Wellbeing Centre. At least one current full-PFA holder is on the premises and available throughout the entire period children are present. Coverage is sufficient for a rapid response across the premises. An up-to-date list of qualified first aiders is kept by the Head of Nursery and the Health and Wellbeing Centre and displayed in the Preparatory Divisions.

10 Address of nearest hospital with an Emergency Department

Broomfield Hospital, Court Road, Broomfield, Chelmsford, CM1 7ET

Tel No: 999 for life-threatening emergencies

ACCIDENT AND EMERGENCY: Switchboard 0844 822 0002

11 Further guidance

First Aid at work: Your questions answered (HSE 1997) www.hse.gov.uk/pubns/indg214.pdf

Basic Advice on First Aid at Work (HSE 2006) www.hse.gov.uk/pubns/indg347.pdf

Guidance on First Aid for Schools (DfE) [First aid in schools, early years and further education GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/274211/First_aid_in_schools_early_years_and_further_education_GOV.UK.pdf)

EYFS Framework and Annex A (DfE) [EYFS statutory framework for group and school-based providers](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/274211/First_aid_in_schools_early_years_and_further_education_GOV.UK.pdf)