

## **Twyford Playgroup EY484175**

### **First Aid Policy**

Date ratified: September 2025

Reviewed: Annually

Managers Signature: Rachel Knott

Chair of committee Signature: Pamela Lawrence

Annual Review: September 2026

### **Policy Statement**

Twyford Playgroup will undertake to ensure compliance with the relevant legislation regarding the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Each member of the staff team will hold Paediatric First Aid certificate. All staff will renew their qualification every 3 years and continue to refresh their knowledge on the online training platform Noodle Now.

Responsibility for first aid at Twyford playgroup is held by the Manager and supported by the team of Staff.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure (First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

### **Aims & Objectives**

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid within our provision.
- The Children's Services First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site.

- Ensuring that there are enough trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment. All staff to hold an up-to-date Paediatric First Aid qualification recognised by Ofsted.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them.

The responsible manager /lead practitioner will ensure that appropriate numbers of qualified first aiders/ paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

At Twyford playgroup there are 6 qualified paediatric first aiders who are as follows:

Name - Expiry Date

Rachel Knott- passed 28/06/24 expiry 27/06/27

Pamela Lawrence – passed 24/01/25 expiry 24/01/28

Li Pitman – passed 14/06/25 expiry 14/06/28

Jane Ratcliffe – passed 23/02/24 expiry 22/02/27

Joanne Read – passed 02/11/24 expiry 02/11/27

Gemma Gregory – passed 14/03/22 expiry 13/03/25 (Bank Staff)

Elsbeth Marshall – passed 26/04/24 expiry 25/04/27 (Bank Staff)

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities, which are identified and delegated to the first aider (e.g. first aid kit inspections).

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger. Where training expires staff will be asked to attend/be booked on a fresher course to update their qualification every three years.

### **First Aid provision**

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- There are 3 first aid kits on the premises
- These first aid kits will be situated at:

Main room wall – Hanging to the left of the kitchen hatch above the paper towel dispenser, and the second is in the Shed in the rear garden.

- In addition, there is 1 travel first aid kits for outings or visits
- These travel first aid kits will be in: Outings bag/Rucksack kept in the main cupboard

It is the responsibility of the qualified first aiders (those who have completed the 12-hour blended paediatric First Aid course to check the contents of all first aid kits every term and record findings on the Children's Services. Li Pitman as Deputy and Health and Safety Officer is responsible for the weekly check. All staff are requested to notify Li Pitman when they use any item from the First Aid kit to ensure that it is immediately replaced. There is a Health and Safety officer on our committee who is responsible for walking around the premises with Li Pitman completing the insurance checklist each academic year.

First Aid Kit Checklist. Completed checklists are to be stored in the First Aid File located in the cupboard. It is the responsibility of each member of staff to notify the H and S officer when they use any items from the first aid kit, to ensure that these items are regularly replenished/replaced.

The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

The cupboard room or main room is designated as the first aid room for treatment, sickness and the administering of first aid. If both rooms are occupied the first aider or appointed person should find a quiet location in the playgroup.

### **Emergency arrangements**

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment in line with their training. Following the assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider is to always call an ambulance 999 on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury

- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Whenever a person is complaining of chest pain
- Whenever a child with complex medical problems is clearly unwell

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- requires minor first aid treatment (on parent's return to collect the child)

Our procedure for notifying parents will be to use all emergency telephone numbers available to contact them and leave a message should the parents not be contactable.

If parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact the parents at least every half an hour. In the interim, we will ensure that the qualified first aider or another member of staff remains with the child until the parents can be contacted and arrive (as required).

If the child requires hospital treatment, and the parents cannot be contacted prior to attendance, the child's Key Person or someone who knows the child well will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital. If on arrival at hospital parents are unable to be there or are delayed the member of staff will hand responsibility for treatment to the Health Care Professional.

## **Records**

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/paediatric first aider
- Date of the accident

- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

If the accident is or includes a bump to the head the parents will receive a head bump form which includes 'Just to inform you that your child has sustained a minor injury / bumped head at.....time.....They have been administered first aid and they appear well. Please note that Parents/Carers will be asked to sign an accident form when you collect your child from Twyford playgroup. On collecting, a child parents receive a specific bump accident form, they are given an advice leaflet and the child will wear a bump bracelet.

All minor accidents involving children are recorded in the accident book, located in the main room draws/ lockable cabinet. Parents are asked to read and sign the forms on collection.

If a child arrives at playgroup with a visible injury or a parent notifies us of an injury they are asked to complete and sign a preexisting injury form. If an existing injury is noticed during session, parents are asked to complete and sign a pre-existing injury form on collection. Any concerns will be reported to the DSL (Rachel Knott) or Deputy DSL (Li Pitman) in their absence.