



First Aid Policy

Statement of Intent

Pavilion Preschool (Aigburth) CIO is committed to providing a safe, healthy and secure environment for all children, staff, volunteers and visitors.

We will ensure that prompt and appropriate first aid is available at all times to minimise the effects of accidents, injuries and illnesses. All staff will act quickly and calmly in the event of an emergency while ensuring the comfort and wellbeing of the child.

Our first aid arrangements comply with the requirements of the Early Years Foundation Stage (EYFS), Health and Safety legislation and Department for Education guidance.

Aims

We aim to:

- Provide immediate and appropriate first aid.
- Ensure suitably qualified first aiders are always available.
- Maintain well-stocked first aid equipment.
- Record all accidents, injuries and treatment accurately.
- Inform parents/carers promptly of accidents and treatment given.
- Seek emergency medical assistance whenever necessary.
- Review accidents to reduce future risks.

Legal Framework

This policy is based on:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Health and Safety at Work etc. Act 1974
- Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 where applicable.



First Aid Policy

Paediatric First Aid

The preschool will ensure:

- At least one person with a current Full Paediatric First Aid certificate is on the premises and available whenever children are present.
- A qualified paediatric first aider accompanies children on outings.
- Staff training is renewed before certificates expire.
- Staff requiring paediatric first aid training complete this within the timescales required by the EYFS.

First Aid Equipment

The preschool maintains appropriately stocked first aid kits:

- Main playroom
- Kitchen
- Entrance hall
- Sensory shed
- Staff kitchen
- Outings/trips

First aid kits are checked regularly and replenished as required.

Staff Responsibilities

Manager

The Manager is responsible for ensuring that:

- sufficient qualified first aiders are available;
- accidents are recorded appropriately;
- parents are informed;
- serious incidents are reported where required;



First Aid Policy

Deputy Manager

The Deputy Manager is responsible for ensuring:

- first aid kits remain fully stocked

The Business Manager is responsible for ensuring that:

- staff training is updated before their certification expires

First Aiders

Qualified first aiders will:

- assess the situation safely;
- administer appropriate first aid;
- summon emergency medical assistance when required;
- reassure the injured person;
- record all treatment given.

All Staff

All staff must:

- report accidents immediately;
- summon a first aider;
- remain calm;
- supervise other children safely;
- complete accident records where required.



First Aid Policy

Administration of First Aid

When an accident occurs staff will:

1. Make the area safe.
2. Assess the casualty.
3. Call a qualified first aider.
4. Administer appropriate first aid.
5. Contact parents if necessary.
6. Call 999 if emergency treatment is required.
7. Continue to monitor the child until collected or transferred to medical professionals.

Children will never be left unattended following an injury.

Emergency Procedures

An ambulance will be called immediately where a child:

- loses consciousness;
- has difficulty breathing;
- suffers a seizure lasting longer than normal or without a care plan;
- has a serious head injury;
- has severe bleeding;
- has suspected fractures;
- has a severe allergic reaction (anaphylaxis);
- is choking and cannot breathe;
- has any condition where staff believe emergency treatment is required.

Parents will be contacted immediately after emergency services have been called.

A member of staff will accompany the child to hospital if parents have not yet arrived.



First Aid Policy

Head Injuries

All head injuries are taken seriously.

Staff will:

- administer appropriate first aid;
- monitor the child closely;
- inform parents immediately;
- complete an accident form;
- advise parents to continue monitoring their child.

Emergency medical advice will be sought if symptoms of concussion or deterioration occur.

Allergic Reactions

Where children have known allergies:

- Individual Healthcare Plans will be followed.
- Medication such as adrenaline auto-injectors will be readily accessible.
- Staff will follow emergency procedures.
- An ambulance will always be called if adrenaline is administered.

Medication

First aiders will not administer medication unless:

- parental consent has been obtained where appropriate;
- medication forms part of an agreed healthcare plan; or
- emergency medication is required.

Medication is administered in accordance with the preschool's Medication Policy.



First Aid Policy

Infection Control

Staff will:

- wash hands before and after treatment;
- wear disposable gloves where bodily fluids are present;
- safely dispose of contaminated waste;
- clean contaminated areas using appropriate disinfectants.

Recording Accidents

Every accident requiring first aid will be recorded including:

- child's name;
- date and time;
- location;
- nature of injury;
- treatment given;
- first aider's name;
- witnesses (where applicable);
- parent notification;
- parent signature (or electronic acknowledgement).

Parents will be informed on the same day or as soon as reasonably practicable.

Serious Accidents

Pavilion staff will notify the appropriate authorities where required, including:

- Ofsted;
- Local Authority;
- RIDDOR where applicable.

Notifications will be made within statutory timescales.



First Aid Policy

First Aid on Outings

For every outing:

- a qualified paediatric first aider will attend;
- a first aid kit will be carried;
- emergency contacts will be available;
- medication and healthcare plans will accompany relevant children;
- risk assessments will identify first aid arrangements.

Monitoring

Accident records will be reviewed regularly to identify:

- recurring accidents;
- hazards;
- trends;
- additional control measures required.

Risk assessments will be updated accordingly.

Related Policies

This policy should be read alongside:

- Health and Safety Policy
- Safeguarding Policy
- Administration of Medication Policy
- Risk Assessment Policy
- Emergency Evacuation Policy
- Outings Policy
- Safer Eating Policy
- Infection Control Policy



First Aid Policy

This policy was adopted in July 2026

It will be reviewed annually or as and when required.

Last updated: 18.09.26

Signed by Chair of Trustees:

Signed by Operations Manager: