FIRST AID POLICY	
Date ratified: November 25	
Period: November 2025 to November 2026	
Headteacher Signature:	Lynsay Falkingham
Chair of Governors Signature:	Briony Allder
Annual Review: November 2026	

Policy Statement

Lanterns Nursery School will undertake to ensure compliance with the relevant legislation with regard to 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.

Responsibility for first aid at Lanterns Nursery School is held by the Headteacher who is the responsible manager.

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 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 a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.

- 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 will ensure that appropriate numbers of appointed persons, qualified first aiders and 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.

Appointed Persons

At Lanterns Nursery School there are 5 appointed persons who are as follows:

Lynsay Falkingham
Elizabeth Brewer
Stephanie Venier
Rachel Bailey
Debbie Stevens

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Note: Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

Qualified First Aiders *(Those completing the HSE approved 3-day first aid course)* At Lanterns Nursery School there are 3 qualified first aiders who are as follows:

Name	Expiry Date
Stephanie Venier	May 2028
Lynsay Falkingham	January 2027
Elizabeth Brewer	January 2027

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).

Paediatric First Aid Trained Staff

At Lanterns Nursery School there are paediatric first aid trained staff who are as follows:

Name	Expiry Date	Name	Expiry Date
Sue Wallace	February 2027	Iris Kwong	September 2028
Lana Cockaday	February 2027	Vicky Room	September 2028
Stephanie Venier	February 2027	Leanne Tribe	October 2028
Morag Cumming	February 2027	Aimee Kloppenborg	March 2029

Zainab Mirza	February 2027	Liz Marklew	March 2029
Anna Kandiah	October 2027	Katie Reid	March 2029
Rosie Booth	March 2028	Michelle Nash	March 2029
Jess Hawkins	August 2028	Emma Forshaw	March 2029
Hayley Nation-Smith	August 2028	Kay Partridge	March 2029
Alea Begum	September 2028	Shannon Head-Moss	March 2029
Alexandria Saupe	September 2028	Cora Leighton	March 2029
Caroline Clist	September 2028	Cathy Upton	March 2029
Gill Harper	September 2028	Roxanne Slabber	March 2029
Katie Wood	September 2028	Zoey Hussey	March 2029
Lynn Jago	September 2028		
Ovin Yanani	September 2028		

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 8 first aid kits on the premises
    - These first aid kits will be situated at:
      Hall (for groups and activities)
      Butterflies Base
      Bumblebees Base
      Kitchen
      Training Room
      Staffroom
      Reception
      Caterpillars

- There are 5 travel first aid kits for outings or outreach visits
    - These travel first aid kits will be located in:
      Butterflies base and Bumblebee base
      Headteacher Office – Grab Bag
      2x Outreach

It is the responsibility of the qualified first aiders (those completing the HSE approved 3-day first aid course) to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the First Aid File located in the School Business Manager's Office.

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

The Staff room and the Quiet room are designated as the first aid rooms for treatment, sickness and the administering of first aid. If both of these rooms are occupied the first aider or appointed person should find a quiet room in the building.

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 commensurate with their training. Following their 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/appointed person is to always call an ambulance 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 considered to be 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.

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

In the event that 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/school/paediatric first aider or appointed person
- 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 email 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 you will be asked to sign an accident form when you collect your child. Lanterns Nursery School'

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 booked, located in the medical cupboard of each classroom. Parents are asked to read and sign the forms on collection.

If a child arrives at Nursery with a visible injury or a parent notifies us of an injury they are asked to complete and sign a prior injury form. If an existing injury is noticed during the session, parents are asked to complete and sign a prior injury form on collection. Any concerns will be reported to the DSL or Deputy DSL's in her absence.

During extended provision such as breakfast, home from home club and playscheme a first aider or paediatric first aider is present. The following procedures above will be carried out. If a bump email cannot be sent, parents will be phoned.

AED on site

For cardiac emergencies, an automated external defibrillator (AED) is available on school premises, to the right of the main reception entrance. First aid and paediatric first aid trained staff have received training, and the device provides clear instructions for use. The AED is checked every two weeks to ensure it is in working order.