

YMCA Stepping Stones

First Aid Policy

Department: YSS

Owner: Head of Early Years and Childcare Development

Approval Route: YSS Board

Frequency of Revision: Annually

Linked Policies and Procedures: [YSS Safeguarding Policy](#)

Version	Date Approved	Reason for Update
1	10.12.25	New Head of YSS

Policy Statement

YMCA Stepping Stones Nursery is committed to providing emergency first-aid provision in order to deal with accidents and incidents affecting staff, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the nursery with regard to all staff, children and visitors.

The nursery will take every reasonable precaution to ensure the safety and wellbeing of all staff, children and visitors.

This policy aims to:

- Ensure that the nursery has adequate, safe and effective first-aid provision for every child, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and children are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the nursery when express permission has been granted for this.

- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the nursery site.

Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (first-aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting children at nursery with medical conditions'
- DfE (2022) 'First-aid in nurserys, early years and further education'
- DfE (2025) 'Early years foundation stage (EYFS) statutory framework'

The policy is implemented in conjunction with the following nursery policies:

- YSS Administering Medication Policy
- YSS Positive Behaviour Policy
- YSS Safeguarding Policy
- YSS Educational Visits and Nursery Trips Policy
- YMCA Health and Safety Policy
- YSS Infection Control Policy
- YMCA Records and Retention Policy
- YSS Supporting Children with Medical Conditions Policy (including Allergen and Anaphylaxis)

Roles and responsibilities

The trustee board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring a first-aid needs assessment is undertaken to inform policy, practice and protocol.

- Ensuring that the relevant risk assessments, and assessments of the first-aid needs of the nursery specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed paediatric first-aiders within the nursery based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first-aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first-aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first-aid duties.
- Ensuring that adequate equipment and facilities are provided for the nursery site.
- Ensuring that first-aid provision for staff does not fall below the required standard and that provision for children and others complies with the relevant legislation and guidance.
- Ensuring that the nursery has:
 - A suitably stocked first-aid kit and appropriate PPE.
 - An appointed person to take charge of first-aid arrangements.
 - Information for all employees giving details of first-aid arrangements.

The Head of Early Years and Nursery Manager are responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the nursery's policy and arrangements regarding first-aid.
- Ensuring that all staff are aware of the locations of first-aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all staff are aware of the identities of the nursery paediatric first-aiders and how to contact them if necessary.

Paediatric first-aid trained aid staff are responsible for:

- Completing and renewing training as dictated by the board.
- Ensuring that they are comfortable and confident in administering first-aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first-aid, including emergency procedures and wearing appropriate PPE.
- Keeping up to date with government guidance relating to first-aid in nursery.

Any other staff are responsible for:



- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the children at nursery.
- Making children aware of the procedures to follow in the event of illness, accident or injury.

First-aid provision

First-aid needs assessment

The nursery will routinely re-evaluate its first-aid arrangements through a first-aid needs assessment, at least annually. The nursery will ensure that this assessment informs first-aid policies and protocols, and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the nursery premises.
- The size of the nursery.
- The needs of any vulnerable individuals onsite.
- The nature and distribution of children and staff throughout the nursery.

The nursery will ensure that first-aid provision is sufficient and can be administered without delay at all times. The nursery will expect all staff working with children to use their best endeavours at all times, particularly in emergencies, to secure the welfare of children in the same way that parents might be expected to act towards their children.

The nursery will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Material, equipment and facilities

The nursery will provide sufficient materials and equipment to meet the needs identified in the first-aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

First-aid containers

The nursery will ensure it has suitably stocked first-aid boxes in line with the first-aid needs assessment. As there are no statutory requirements in place the nursery will, where there is no special risk identified, follow the HSE guidelines on the minimum provision of first-aid items, as set out below:

- A leaflet giving general advice on first-aid
- Individually wrapped sterile adhesive dressings, of assorted sizes
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Medium-sized individually wrapped sterile un-medicated wound dressings
- Large and medium-sized individually wrapped sterile un-medicated wound dressings

- Pairs of disposable gloves

All first-aid containers will be identified by a white cross on a green background. The appointed person will routinely examine the contents of first-aid boxes, including any mobile first-aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First-aid boxes are in the following areas:

- Reception desk
- Managers office
- Dolphins, Penguins, Jellyfish, Mermaids and Baby unit rooms
- The nursery kitchen
- The Head of Early Years and Childcare Development office
- One mobile kit (stored in the first-aid box to take out on nursery trips and visits)

Information for staff

The nursery will inform staff, children, contractors and visitors to the nursery, as appropriate, of the first-aid arrangements, including the following:

- The contents and key principles of this policy
- The location of equipment and facilities
- The identities and roles of paediatric first-aiders.
- How to contact a first-aider urgently should the need arise.
- How to record a pre-existing injury.
- How to record all accidents and first aid administration.
 - The procedures for monitoring and reviewing the nursery's first-aid needs.

The nursery will include the provision of first-aid information during induction training.

Paediatric first-aiders

The nursery will ensure that it meets the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities.

Paediatric first-aiders will be expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the nursery or college or on educational visits.
- Ensure that an ambulance or other professional medical help is called when appropriate.

First-aid training

The nursery will ensure that there are always a sufficient number of first aid personnel available on site at and that these staff hold a valid paediatric first-aid certificates, issued by an HSE-approved organisation.

In doing so the nursery will ensure the following:

- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings - the certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS framework.
- It displays, or makes available to parents, staff PFA certificates or a list of staff who have a current PFA certificate.
- Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.
- The nursery is aware that first-aid certificates are usually valid for three years and will therefore ensure that adequate monitoring procedures will be in place to ensure that refresher training is arranged for first-aiders before certificates expire.
- All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.
- All newly qualified entrants to the early years workforce who have completed a level 2 or level 3 qualification on or after 30 June 2016, have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios.

YSS nursery will ensure that someone on the team completes first-aid training courses to cover mental health to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe.

Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first-aider.

If called, a first-aider will assess the situation and take charge of first-aider administration. If the first-aider does not consider that they can adequately deal with the presenting condition by the administration of first-aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first-aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first-aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a child, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first-aid.
- Where an ambulance is required, a staff member accompanies the child in the ambulance and calls the child's parent as soon as possible to inform them of the course of action taken. The staff member remains with the child at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the child is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one to drive the car, and one who is a first-aider, to sit with the child in the back seat and attend to their medical needs. The child's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the child at the hospital or doctor's office until a parent arrives.
- The nursery will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any children who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These children will be escorted from the scene of the incident and comforted. Younger or more vulnerable children may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Nursery Manager and Head of Early Years
- The parents of the victim(s)

The nursery is aware that responding to an incident can be stressful for the first-aider, and that following an incident, the first-aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites.

Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first-aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The nursery will take a first-aid kit on all offsite visits.

Administering Medication

The nursery will ensure that staff are aware that the administration of first aid at work does not include the administration of medication, whether prescribed or not.

All staff will be expected to adhere to the provisions and requirements outlined in the nursery's Administering Medication Policy.

In circumstances where children may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the child's individual healthcare plan and identified staff members will be aware of what to do.

The nursery is aware that the administration of prescription only medication specified in Schedule 19 of the Human Medicines Regulations 2012 should only be given by those trained to do so. Where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, the nursery will consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

Storage

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual children have been given responsibility for keeping such equipment with them.

Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by children will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for children with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the nursery when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Children will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the nursery's Administering Medication Policy.

Illnesses and allergies

When a child becomes ill during the nursery day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside within nursery or the office for withdrawal and for children to rest while they wait for their parent to pick them up. Children will be monitored during this time.

Where a child has an allergy, this will be addressed via the Allergen and Anaphylaxis section of Supporting Children with Medical Conditions.

The nursery will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

Defibrillators (AEDs)

The nursery does not have an automated external defibrillator device on the premises.

The nearest automated external defibrillator (AED) is located at Derby Racecourse Hub Racecourse Playing Fields, St Marks Road, Derby, DE21 6AL.

No training will be needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, staff members are trained in cardiopulmonary resuscitation (CPR) and AED use, as this is an essential part of paediatric first-aid.

The emergency services will always be called where an AED is used or requires using.

Where possible, AEDs will be used in paediatric mode or with paediatric pads for children.

Reporting and Recording

In the event of incident or injury to a child, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, nursery will telephone the child's parent as soon as possible. Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

Information of emergency contacts for children and staff will be kept on EY Works and in the nursery office.

The nursery will keep a record of all incidents involving staff, children and visitors, which require first aid staff to be in attendance. The nursery will use this record to help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and room of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards
- The name and signature of the first aider or person dealing with the incident.

The Nursery Manager and Head of Early Years will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner. All records will be filed and stored in line with the YMCA Records and Retention Policy.

Monitoring and review

This policy will be reviewed annually, and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.