



**Oakbridge Little Learners LTD**  
66-68 Bridge Cross Road  
Burntwood, Staffordshire, WS7 2BY  
[contact@oakbridgelittlelearners.co.uk](mailto:contact@oakbridgelittlelearners.co.uk)  
01543 686099



## First Aid Policy Statement

All staff can take action to administer first aid treatment in the event of an accident involving a child or adult in the setting. At least one member of staff with current Paediatric first aid training should be on the premises or on an outing at any one time.

All children fall and bump themselves, so it is crucial that they receive the right treatment. Emergency medication for serious conditions (allergic reactions) will be stored accordingly on discussions with parents/staff.

We only allow staff members who have Paediatric first aid qualified to administer first aid to a child/adult at the setting.

The first aid box is regularly checked to ensure it has the required basic contents and that they are within date.

On admission to the nursery, a section of the application form contains a 'consent' section for emergency medical advice or treatment which is signed by the parents/carers.

ALL accidents will be recorded on an accident form and filed in the appropriate folder.

Parents/carers are asked to sign an accident form when collecting their child to acknowledge that they have been told about the accident and then take responsibility. The accident form will record the following information:

- ✓ Child's name
- ✓ Date of birth
- ✓ Date of accident
- ✓ Circumstances of accident
- ✓ Monitoring record after the accident took place.
- ✓ Extent of injuries
- ✓ What first aid was administered by staff
- ✓ Which members of staff dealt with the accident and signed by them.
- ✓ Signature of parents acknowledging that they have been told about the accident

If the accident is deemed serious enough that the staff feel further medical help is required, parents will be contacted immediately and if needed an ambulance will be called. In the event of the ambulance arriving before a parent/carers or not being able to get hold of the parent/carers then a responsible adult will accompany the child to hospital. The accompanying adult will take with them the child's entry record as it contains their medical information.

Any serious accidents or incidents must be reported to Ofsted. RIDDOR and the Local Authority Child protection agency.



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Parents/carers will be contacted if their child has a 'head bump' so they can then decide of the course of medical attention and or collection.

If a child arrives at nursery with an existing injury/visible mark the parents are required to fill in the appropriate form. This will prevent staff mistaking any injuries that happen at nursery with those that have happened previously and already recorded.

The accident recording procedure is reviewed regularly to identify risk areas or problems with equipment.