



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgelittlelearners.co.uk
01543 686099



FIRST AID POLICY

Policy Statement

Oakbridge Little Learners Ltd is committed to ensuring the health, safety and wellbeing of all children, staff and visitors. This policy outlines the arrangements in place for providing first aid and managing accidents and injuries in line with the **Early Years Foundation Stage (EYFS)** requirements.

This policy should be read alongside the **Health & Safety Policy, Medication Policy, Calpol Policy, Anaphylaxis Policy, and Safeguarding Policy.**

Paediatric First Aid

- All staff at Oakbridge Little Learners Ltd hold a current Paediatric First Aid (PFA) qualification
 - This ensures that a Paediatric First Aider is always available on the premises during operating hours and on all outings
 - First aid certificates are monitored by management to ensure they remain valid and up to date
 - Newly appointed staff are required to obtain Paediatric First Aid training within the required timescales and are supervised appropriately until training is completed
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Administering First Aid

- As all staff are Paediatric First Aid trained, **any member of staff may administer first aid to children when required**
 - First aid will be administered calmly, appropriately, and in line with training and nursery procedures
 - Children will be reassured at all times and staff will act in the child's best interests
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First Aid Equipment

- First aid boxes are available throughout the nursery and are:
 - Clearly labelled
 - Easily accessible
 - Kept out of children's reach
 - First aid supplies are checked regularly and replenished as required
 - A written record of checks is maintained
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Accident and Injury Recording

- All accidents and injuries are recorded on an **Accident Report Form**
 - Parents/carers are informed on the same day and asked to **sign the record**
 - Accident records are stored securely in line with data protection requirements
 - **Head injuries** are always reported to parents/carers, regardless of severity
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Monitoring and Review

- Accident records are reviewed regularly by the Nursery Manager
 - Patterns or trends are identified and appropriate action is taken to reduce risk
 - Outcomes may include changes to practice, environment or supervision arrangements
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Emergency Situations



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- In the event of a serious accident or illness:
 - Emergency services will be contacted immediately by calling **999**
 - Parents/carers will be informed as soon as possible
 - A member of staff will accompany the child to hospital if required, remaining with them until a parent/carer arrives
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Medication and Medical Conditions

- Emergency medication (such as EpiPens or inhalers) is stored securely but is easily accessible when needed
 - Medication is administered strictly in accordance with:
 - The nursery's **Medication Policy**
 - Individual **Health Care Plans**
 - Parental consent
 - Medical decisions are **never dependent on payment or contribution**
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Reporting to Ofsted and RIDDOR

- Serious accidents, injuries or incidents are reported to **Ofsted** in line with EYFS requirements
 - Incidents are reported under **RIDDOR** where they meet the reporting criteria
 - Records of notifications are retained securely
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Policy Review

This policy is reviewed regularly to ensure it remains compliant with current legislation and best practice.



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Created: August 2015
Reviewed: January 2026