



Norfolk House Nursery

## First Aid Policy and Procedures

The Safeguarding and Welfare Requirements

3.36 / 3.37 / 3.38 / 3.39

Norfolk House Nursery staff that are included within the ratio, must hold an up to date valid Paediatric First Aid Certificate.

### Procedures

- Training should preferably be nationally approved and an accredited first aid qualification or one that is a member of a trade body with an approval and monitoring scheme.
- The training must cover the course content as stated in the Welfare Requirements Annex 5.
- All staff that are included in the ratio must hold an up to date Paediatric Emergency First Aid Certificate. A green cross should be marked next to the staff name on the staffing grids to demonstrate they are first aid trained.
- The Nursery Manager must ensure that all staff are trained in paediatric first aid.
- The names of all First Aiders should be prominently displayed throughout nursery.
- The location of First Aid Kits should be prominently displayed throughout nursery.
- The travel First Aid Kit must be taken on all trips and outings (including an ear thermometer, and cold compresses). The children's own medication must also be taken (see Medication and Trips and Outgoings Policy and procedures).
- Paediatric first aid training should be renewed at least every three years or sooner if necessary, and this must be organised prior to the certificates expiry date.
- All staff must ensure that they are up to date with any changes within First Aid practices and the administration of medicines/creams etc.

This Policy and Procedure was reviewed in February 2026 by Hayley Fox, Senior Nursery Manager	Date for next review: February 2027	Date Sent to Director: February 2026
Date sent to Nursery Manager: 3 <sup>rd</sup> February 2026	Name:	Date disseminated to staff:
Proof read by Sulina Wyton, Office and Finance Manager: 3 <sup>rd</sup> February 2026		

- Staff are expected to be involved in emergency training.
- Specialist training will be given to support children with special needs or to administer any specialist treatment. This training must be renewed annually or as and when required. It is the Nursery Managers responsibility to ensure that this is arranged.
- Staff are expected to put all training into practice when/if required.
- The first aid kit should be checked every month by the Health and Safety coordinator to ensure that it contains the following (as recommended by the HSE-see website ):
  - A leaflet on general first aid
  - Medium sterile dressings (12cm x 12cm)
  - Large sterile dressings (18cm x 18cm)
  - Assorted plasters (relevant for the work area)
  - Triangular bandage (90cm x 127cm)
  - Safety pins (assorted)
  - Sterile eye pads
  - Disposable gloves
- At least one member of management should be trained in Mental Health First Aid.
- At least one member of management should be trained in First Aid at work.

Below taken from the EYFS January 2024

**Annex A: Criteria for effective Paediatric First Aid (PFA) training**

1. Training is designed for workers caring for young children in the absence of their parents and is appropriate to the age of the children being cared for.
2. Following training, an assessment of competence leads to the award of a certificate.
3. The certificate must be renewed every three years.
4. Adequate resuscitation and other equipment including baby and junior models must be provided, so that all trainees are able to practice and demonstrate techniques.
5. The emergency PFA course should be undertaken face-to-face and last for a minimum of 6 hours (excluding breaks) and cover the following areas:
  - Be able to assess an emergency situation and prioritise what action to take
  - Help a baby/child who is unresponsive and breathing normally.
  - Help a baby/child who is unresponsive and not breathing normally.
  - Help a baby/child who is having a seizure.
  - Help a baby/child who is choking.
  - Help a baby/child who is bleeding.
  - Help a baby/child who is suffering from shock caused by severe blood loss (hypovolemic shock).
6. The full PFA course should last for a minimum of 12 hours (excluding breaks) and cover the elements listed below in addition to the areas set out in paragraph 5 (the emergency PFA training elements outlined in paragraph 5 should be delivered face-to-face).

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- Help a baby/child who is suffering from anaphylactic shock.
- Help a baby/child who has had an electric shock.
- Help a baby/child who has burns or scalds.
- Help a baby/child who has a suspected fracture.
- Help a baby/child with head, neck or back injuries.
- Help a baby/child who is suspected of being poisoned.
- Help a baby/child with a foreign body in eyes, ears or nose.
- Help a baby/child with an eye injury.
- Help a baby/child with a bite or sting.
- Help a baby/child who is suffering from the effects of extreme heat or cold.
- Help a baby/child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions.
- Face-to-face means trainers are physically present with their trainees. This excludes the use of online platforms.
- Understand the role and responsibilities of the paediatric first aider (including appropriate contents of a first aid box and how to record accidents and incidents).

7. Providers should consider whether paediatric first aiders need to undertake annual refresher training, during any three-year certification period to help maintain basic skills and keep up to date with any changes to PFA procedures.

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