Newburn Manor Nursery School



Monkchester Road Nursery School



Ashfield Nursery School

Newcastle Nursery Schools' Federation

First Aid Policy

To be reviewed Annually – Autumn 2027

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident, recording, and reporting the outcomes

2. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools, health and safety in schools and the following legislation:

The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.

- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

3. Roles and responsibilities

The senior leadership team are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

All staff are trained in Paediatric First Aid (2 day course) they are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report immediately after an incident.

The governing body

The governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteachers and staff members.

The Headteachers

The Headteachers are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

Staff

Nursery school staff are responsible for:

- Ensuring they follow first aid procedures
- Completing accident reports for all incidents they attend as required.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

In-school procedures

In the event of an accident resulting in injury: The closest member of staff present will assess the seriousness of the injury and provide the required first aid treatment. Gloves should always be worn. They will decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives. They will also decide whether the injured person should be moved or placed in a recovery position if they judge that a pupil is too unwell to remain in school, they will speak to the senior leadership team, parents will be contacted and asked to collect their child. Upon their arrival, the member of staff will recommend next steps to the parents.

If emergency services are called, the office will contact parents immediately.

Information about each school (for emergency services)			
	Newburn	**Monkchester**	**Ashfield**
Post code	NE158PD (best for getting here) NE158PY	NE6 2 LJ	NE46JR
What 3 words location	Zooms.chief.wiping	Unrealistic.safe.ants	Statue.elite.hits
Telephone number	0191 277 4180	0191 265 4579	0191 273 5587

The member of staff dealing with the accident will complete an accident report form before the parent/carer arrives, as this will need to be signed.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils

Risk assessments will be completed for any educational visit that necessitates taking pupils off school premises.

5. First aid equipment

A well stocked first aid kit will be available in the school. The location of the first aid box will be clearly signed. No medication is kept in first aid kits. First aid kits will be checked regularly for expiry dates. A list of contents is on the lid of the kit.

Defibrillators

Nearest Defibrillators to each School		
Newburn NE158PY	**Monkchester**	**Ashfield**
Newburn Manor Primary School (during school hours) situated in the office	St Martin's Centre NE62RJ available 24/7	Hawthorn Primary (available during school hours) NE4 6SB
Newburn Surgery (only during opening times)	Central Walker C of E - NE62ND (school hours)	Tyne and Wear Fire and Rescue NE4 6HL available 24/7
Tyne Rowing Club NE158NL available 24/7	Screwfix NE6 1EH	Saint Pauls C of E school (available school hours)
Walbottle Village Institute NE158JF available 24/7		

6. Record-keeping and reporting

First aid and accident record

After any accident members of staff will complete the accident book immediately after administrating first aid. This form will be signed by parents / carers.

A serious accident form will be completed by the member of staff on the same day or as soon as possible after an incident resulting in a serious injury.

As much detail as possible should be supplied when reporting an accident

Staff accident records will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. Child accident records are typically retained **until the child reaches 21 (or 22)**.

More serious accidents should be reported to the Local Authority Health and Safety team.

Reporting to the HSE

The Headteachers will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteachers will report these to the Health and Safety Executive as soon as is practical in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death

Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)

Where an accident leads to someone being taken to hospital

Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:
http://www.hse.gov.uk/riddor/report.htm

Notifying parents

A member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

All knocks, bumps to the head will receive a bump to head letter giving advice to parents and a phone call will be made informing the parent / carer that the child has had a bump to the head / face.

Reporting to Ofsted and child protection agencies

The head teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

7. Training

All school staff can undertake first aid training.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times all staff members (or the majority) will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the head teachers every year.

9. Links with other policies

This first aid policy is linked to the Health and safety policy.

10. School arrangements

Condition	Information	Exclusion
Generally unwell	If your child needs Calpol then we would say that they are generally unwell to be in nursery. If your child has a temperature above normal (36-37 normal for this age) then we will inform you and your child may need to go home	If your child is too poorly to be in nursery – advice is to keep them at home until they are well.
Bump to head	Any bump to the head must be recorded in the accident book and a note and advice sheet given to the family, a phone call will be made to parents/carers.	If a child has a bump to the head in Nursery or at school that requires them to go to hospital then they need to be kept at home for observation for 48 hours and no vigorous activity (advice on Paediatric First Aid course 28/4/25).
Splinters	As a school will not remove splinters that are under the skin – if sticking out then we can.	
Prescribed medicines	Medication form filled in	
Non prescribed medicines	We do not administer medications that are not prescribed. If a medication is needed and is not prescribed i.e. a special cream it must be labelled with the child's name and a medicine form filled in. Parents will also need to sign a permission slip.	
Sickness/diarrhoea	Child sent home or advised not to come to Nursery	No return to nursery till 48 hours after last bout of illness
Hand Foot and Mouth	Some illnesses do not require children to be absent from Nursery but due to the age of our children we do often recommend keeping children at home to limit the spread of infection. If we have high numbers of an illness we can contact public health for advice. Inform other parents	We do recommend (but can't enforce) re hand, foot and mouth – 7-10 days Usually a child is unwell
Conjunctivitis	Child may need eye drops from GP or pharmacy	As this is highly infectious, we recommend staying off till cleared.
Chickenpox	Inform other parents	Stay at home until spots crusted over

Threadworm	Child and whole family need to be treated. May close sand/water/dough and put in place additional hand washing/hygiene practices. Deep cleaning Inform other parents	With threadworm we recommend that a child gets treatment from a pharmacy or GP and although we cannot exclude, we recommend (due to the age of the children) that they remain at home for 24 hours once they have started taking the medication.
Headlice	Child needs to be treated	Once the child has been treated, they can return to nursery the day after treatment