muddy boots
DAY NURSERY

# First Aid Policy and Procedures

## Policy Statements

- All full-time staff will be required to be trained in paediatric first aid and to maintain these qualifications with appropriate ongoing training

- Parental/Guardian consent is required to authorise first aid and medical attention. This consent will be taken upon registration.

- Nursery staff will administer first aid for children with minor injuries or in the event of serious incidents whilst awaiting medical assistance

- An incident form will be completed where any first aid is administered, and parents will be asked to read and counter sign this note on collecting their child

- Separate policies are in force for illness to cover the need for medical assistance. Staff will administer any first aid necessary, commensurate with their training, whilst awaiting medical assistance.

## Procedures

### Cuts, grazes and 'bumps and bruises'

'Cuts and bumps' can be dealt with by any of the nursery staff. Providing comfort and reassurance is as important as treating minor injuries. First aid boxes are present in both units and outside the office. Cuts should be cleaned with water and impact injuries (bumps and bruises) treated with a cold compress.

Cuts will usually be left open to the air unless there is continued mild bleeding or if the cut would be likely to be re-opened by continued involvement in normal activity. In these cases, cuts will be dressed with the appropriate dressing form the first aid box providing this is acceptable with a child's medical action plan notes) if bleeding does not stop. (Cuts that are deep, continue to bleed through light dressing or that raise concerns in other ways will be treated as requiring medical assistance)

Nose bleeds will be treated with a cold compress, with the head held steady (not tilted backwards)

Sprain injuries will be checked to determine severity. Impact injuries that result in unconsciousness or concerning behaviour (drowsiness, grogginess etc) will be treated as in need of further assistance.

In the event of a serious accident, injury or death – follow OFSTED guidelines.

**Asthma and allergic reactions**

Children who suffer from asthma and known allergies will have an action plan for managing these conditions. This action plan is the basis for first aid. If a child has what appears to be an asthma attack or to be suffering an allergic reaction and does not have an action plan then the following procedure will be followed:

Make the child as comfortable as possible
Contact parents to ask if there is an undisclosed history and to make them aware of the situation
If the reaction does not subside or changes, parents will be re-contacted.
If the child has difficulty breathing or if staff have any concerns over the nature of the reaction, medical assistance will be sought.

**In the event of a wasp sting:**

Scrape the sting – use a credit card or something with a flat surface
Wash affected area
Apply ice to reduce swelling

**Monitor for reaction – seek further medical advice if needed**

## Minor ailments

Children with stomach upsets, high temperatures or any ailments that raise concerns will be monitored and reported to parents where necessary. Actions for these issues are covered in the children's illness policy.

**Procedure for a serious accident or injury**

**An accident involving a child**:

- Apply emergency 1st Aid then get help to :
- Contact and inform parent/carer and phone for an ambulance, the order in which this is done will depend on the severity of the situation.
- Have regard to the safety and well being of the other children.
- If an ambulance has been called a member of staff or the parent/carer will need to accompany the child. You may need to get help from college
  tel. 0117 9680200 (reception)

**An accident involving a member of staff:**

- Apply emergency 1st Aid
- Have regard to the safety and well being of children and other staff and get help: Another member of staff, you may also need help from college tel. 0117 9680200
- Phone 999 for ambulance if necessary
- Contact the emergency contacts for that member of staff (contacts in register file)

**In the event of serious accident**

MANAGER/SENIOR PERSON dials 999 GIVE FULL ADDRESS:
Muddy Boots Day Nursery, 26 Stoke Hill, Stoke Bishop,
BRISTOL, BS9 1JW

In the event of the staffing ratio reducing due to a serious accident/injury the regard for the remaining children and staff is paramount.

REMEMBER you will need to take child's registration form. Or staff contact details.
May want – spare clothes, toys/books, food/drink, mobile phone, money

**Any incident that requires evacuation or emergency action must be reported to OFSTED**

Appendix 1: First Aid Box contents

- X2 triangular bandage
- Vent aid
- Gauze swabs (sterile)
- Disposable gloves
- Assorted plasters
- Mirco pore tape
- Eye pad
- scissors
- safety pins
- sterile dressings x2 L, x2 M, x2 S
- personal protection pack

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| Reviewed on: November 2025 | Reviewed by: Silviya Velikova (Deputy Manager) | Next Review: November 2026 |