

Thomas Coram Centre and Nursery School

First Aid Policy



Thomas Coram Centre
and Nursery School
49 Mecklenburgh Square
London WC1N 2NY



Reviewed and Approved: Summer 2026	Next review: Summer 2028
Reviewed every two years	

In the case of an accident, First Aid is the immediate action taken in the case of injuries where the injured person will need further help from a First Aider. It is treatment for preserving life, preventing further injury and promoting recovery until professional help is obtained. First Aid also involves the treatment of minor injury. First Aid does not include the giving of tablets or medicines.

First Aid for employees' requirements are defined in the *Health & Safety (First Aid) Regulations*. The employer has a duty to provide First Aid facilities for the employees of an organisation. It is recommended practice that the same First Aid arrangements are made to staff, children and visitors - and this is the case at Thomas Coram Centre and Nursery School.

Training of the First Aider

- At least one person who has a current *Paediatric First Aid in Schools (PFA)* certificate with Early Years Foundation Stage provision must be on the premises at all times. The majority of key persons and teaching assistants at Thomas Coram Centre and Nursery School hold the PFA. A list of qualified practitioners is available in the classrooms, staff room and school office.
- The First Aid coordinator will hold a *First Aid at Work Certificate*. A record of training and expiry dates will be kept by the certificate holder who will ensure refresher training is arranged before expiry.

Designated First Aiders

The Designated First Aider at Work is **Marcia Fraser**.

The First Aid co-ordinator is responsible for:

- Maintaining the medical cupboards.
- Maintaining and replenishing First Aid equipment (including First Aid boxes for off-site visits).
- Notifying the office when staff are within 6 months of First Aid certificate expiry date.
- Checking expiry dates on medicines.
- Disposing of medicines if a child has left the nursery.
- Checking the First Aid needs of the nursery half-termly and ordering as required.
- Checking list of First Aiders is updated termly and displayed in each room.

First Aid provision will be available at all times where practicable, while people are on the school premises.

First Aid Boxes

- All staff should ensure they know where First Aid boxes are located in the nursery. This should be part of the induction procedure for new staff.

- If equipment is used, staff must tell the First Aid Coordinator, who will replace the pack.
- All staff are responsible for ensuring adult-child ratios still apply and children are safe when a staff member is giving First Aid.
- Anyone involved in the provision of First Aid must take their own safety into account, making safe the area for the sake of the injured and the person treating them must be a priority. Protective gloves are readily available.

First Aid Treatment when an accident occurs

- If a child requires First Aid, comfort the child and speak reassuringly.
- Confirm the identity of the child.
- Check whether the child has a health care plan, allergies or other contra-indications and follow the plan if appropriate.
- Injury resulting from accidents must be treated by a qualified First Aider. A list of these is available in the office, in each class and on the First Aid cupboard door.
- Every accident must be recorded on an accident form found in the First Aid folder in each classroom. Serious accidents or staff accidents requiring external medical treatment must be recorded by the Head or Deputy using the HSE accident book in the school office.

Head Injuries

In the case of a head injury, parents must be informed straight away and given the option to collect their child if it is very minor. If it is a significant bump to the head, parents are asked to collect the child as soon as possible so the injury can be monitored. In the case of head injuries, a 'Head Bump' form **must** go home to parents, advising them to seek medical advice if they are concerned.

Off-site Visits

- We require First Aid provision for all off-site activities.
- At least one person, trained to an appropriate level based on risk assessment, will accompany each visit. A First Aid kit must always be taken on visits. If there is more than one group on different activities, all groups must carry a First Aid kit.
- Mobile phones will be taken on off-site visits in case of emergencies.

All Accidents

- All accident forms are signed by the qualified First Aider who administered treatment, the witness and a senior member of staff; the head teacher is informed of the accident and injury.
- If further advice is required, staff will ask another qualified First Aider.
- In the case of severe / emergency incidents, a First Aider will attend to the incident, an ambulance will be called, then parents will be contacted and asked to meet their child at nursery or hospital depending on which is the nearest venue. The head teacher will always be informed.

Medical Emergency Procedures for Staff

If a staff member becomes ill or is hurt, whether or not an emergency, it must be reported straight away to a First Aider who must then attend to the illness / injury. If the staff member feels well enough, and with agreement of the First Aider, the adult may carry on working in an area where there is another adult nearby. This may require swapping with another member of staff. The illness / accident must be reported to the head teacher. If an accident, the appropriate accident form must be filled out. In the case of an emergency, call an ambulance or take the adult for medical treatment, as appropriate.

Treating the injury, handling blood and avoiding contamination

- Wash hands first.
- Put on disposable gloves.
- Clean any wound as necessary.
- Dress any wound if necessary.
- Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the nappy bin.
- Clean surfaces with the anti-bacterial spray that is stored in a safe cupboard.
- Wash hands thoroughly again.

Recording and reporting the injury

- Record incident on accident form.
- Staff must inform parent / carer of all injuries and accident forms are to be signed by parent / carer on the same day.
- 'Head Bump' form to be given to parent / carer at the time they sign accident form.
- Staff must contact parents immediately if a form is accidentally missed.
- If you are in any doubt about a child's injury, please inform parents / carers immediately and recommend they take the child to hospital / GP for a medical check.

APPENDIX 1

Thomas Coram Centre and Nursery School Accident Form

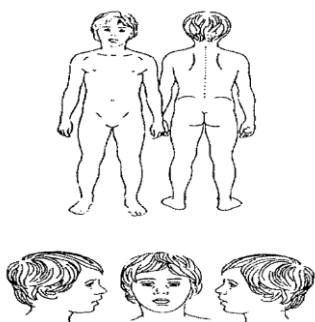
Name of child (full name and name known by) _____

DOB _____

Date _____ Time _____ Key person _____

Location of accident and environmental conditions _____

Indicate any injury on the appropriate section of the diagrams below -
DO NOT PHOTOGRAPH IT.



Description of injury: What happened? Part of body affected.
(Be specific: who, what, how?)

Action taken / Treatment administered _____

By Whom _____

Accident witnessed by _____

Any further action taken _____

Person completing form (print name) _____

Signature _____ Date _____

First Aider (print name) _____

First Aider's signature _____ Date _____

Senior Staff print name and signature _____

I have been informed of an accident regarding my child as outlined above.

Parent (print name) _____

Parent's signature _____ Date _____

Parents or carers are advised to seek medical attention if they have any concerns about the wellbeing of their child.

APPENDIX 2



Thomas Coram Centre and Nursery School

BUMP FORM FOR MINOR HEAD INJURY

Date: _____ Time: _____



Your child, _____, received a bump on the head today.

Please keep an eye on her / him tonight and watch out for any signs on concussion or compression.

These are the symptoms to look for:

- Pale, clammy skin, mild headache (concussion)
- Flushed dry skin, intense headache (compression)
- Confusion and sleepiness
- Nausea
- Vomiting

PLEASE TAKE YOUR CHILD TO HOSPITAL IF SHE / HE SUFFERS FROM ANY OF THESE SYMPTOMS OVER THE NEXT COUPLE OF DAYS.