



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*
Telephone Number: 01708 863 737

First aid

Policy statement

Our setting is committed to ensuring the health, safety, and wellbeing of all children, staff, and visitors. We provide appropriate first aid care in the event of illness or injury and ensure staff are trained to respond effectively to emergencies.

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult.

At least one adult with a current paediatric first aid certificate is on the premises, or on an outing, at any one time.

The first aid qualification includes first aid training for infants and young children. We have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

Procedures

2. Procedures for Accidents and Injuries

To be followed in all circumstances by all staff and volunteers

2.1 Minor Injuries

For minor injuries (e.g., cuts, bruises, grazes):

- The child is assessed by a qualified first aider.
- The injury is cleaned, and appropriate first aid is administered.
- The child is monitored and comforted.
- An Accident Form is completed and signed by the parent/carer upon collection.

2.2 Head Injuries

1. Immediate Response

- If a child sustains a head injury, a trained first aider must assess them immediately.
- Administer appropriate first aid (e.g., applying a cold compress to reduce swelling).
- Keep the child calm and monitor for any immediate symptoms.

- Do not allow the child to be left unattended following a head injury.

2. Observation and Monitoring

- Observe the child for at least 10 minutes after the injury.
- Look for signs of concussion or serious injury, such as:
- Drowsiness or difficulty staying awake
- Vomiting
- Confusion or slurred speech
- Loss of balance or coordination
- Seizures or loss of consciousness
- Bleeding from the ears or nose
- If any of these symptoms appear, seek urgent medical attention.

3. Parental Notification

- Parents/carers must be informed of any head injury, no matter how minor.
- A Head Injury Advice Slip should be provided, outlining signs to watch for at home.
- If a more serious injury is suspected, parents should be contacted immediately and advised to seek medical attention.

4. When to Call Emergency Services (999)

Call 999 immediately if the child:

- Becomes unconscious, even for a short time
- Has a seizure or convulsion
- Has a worsening headache or increasing drowsiness
- Has difficulty breathing or shows signs of distress
- Has clear fluid coming from the nose or ears

5. Record Keeping

- All head injuries must be recorded on the Accident and Incident Form.
- The form must be signed by the staff member who dealt with the incident and by the parent/carer upon collection.
- Serious injuries must be reported to the local authority, Ofsted (if required), and RIDDOR (if applicable).

6. Staff Training and Awareness

- All staff will receive training on head injury recognition and first aid procedures.
- First aiders should refresh their knowledge regularly to ensure they can respond effectively.

2.3 Serious Injuries and Medical Emergencies

For more serious injuries (e.g., suspected fractures, deep wounds, breathing difficulties):

- A qualified first aider assesses the child.
- Emergency services (999) are called if necessary.
- Parents/carers are contacted immediately.
- The child is kept as comfortable as possible while awaiting medical help.
- A member of staff accompanies the child to the hospital if the parent/carer is unavailable.
- A Serious Incident Report is completed.

3. Illness and Medical Conditions

- Children who become unwell (e.g., fever, vomiting, diarrhoea) will be isolated from others and monitored until collected by a parent/carer.

- Staff will follow individual care plans for children with specific medical conditions (e.g., asthma, epilepsy, allergies).

4. Administration of Medication

- Prescribed medication will only be administered with written parental consent.
- Medication must be in its original packaging, labelled with the child's name and dosage instructions.
- A Medication Record Form must be completed and signed by both staff and parents.
- Staff will receive training for administering emergency medication (e.g., EpiPens, inhalers).

5. Recording and Reporting

5.1 Accident and Incident Forms

- All injuries and first aid treatment are recorded on an Accident/Incident Form.
- Parents must sign the form upon collection.
- Serious accidents requiring medical attention are reported to Ofsted, RIDDOR, and local authorities as required.

5.2 Reporting to Ofsted and RIDDOR

- Any injury requiring hospital treatment must be reported to Ofsted. (Consider LADO)
- Work-related accidents, serious injuries, or dangerous occurrences must be reported under RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013).

6. Hygiene and Infection Control

- Staff wear disposable gloves and aprons when administering first aid.
- Any bodily fluids (e.g., blood, vomit) are cleaned using appropriate disinfectant.
- Contaminated items (e.g., dressings, gloves) are disposed of in a clinical waste bin.
- Handwashing is mandatory after administering first aid.

7. First Aid During Outings

- A portable first aid kit is taken on all outings.
- At least one paediatric first aider will accompany the group.
- Parents provide up-to-date emergency contact details before trips.

8. Staff Training

- All staff receive basic first aid awareness training.
- Designated first aiders complete a First Aid course including paediatrics course every three years.
- Training records are kept and updated regularly.

The first aid kit includes in all rooms in the setting:

Plasters x20

Triangular bandage x2

Rectangular bandage x2

Finger bandage x2

Wound dressing x5

Sterile gauze x5

Sterile cleaning wipes x20

Microporous tape x1

Scissors x1

Eye wash x5

CPR mask x1

Foil blanket x2

Gloves x2

In addition, the following equipment is kept near to the first aid box:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 2 plastic disposable apron.
- A children's forehead 'strip' thermometer.
- A supply of ice is kept in the freezer, or cold compress in fridge.
- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed in the setting/made available to parents.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- There is a named person in the setting who is responsible for checking and replenishing the first aid box contents.
- Medication is only administered in line with our Administering Medicines policy.
- In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
- In the event of minor injuries or accidents, we normally inform parents when they collect their child, unless the child is unduly upset, or we have concerns about the injury. In which case we will contact the child's parents for clarification of what they would like to do, i.e., whether they wish to collect the child and/or take them to their own GP.
- An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken.
- Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated, or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
- Accidents and injuries are recorded in our accident record book and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2015)
- Basic Advice on First Aid at Work (HSE Revised 2012)

Guidance on First Aid for Schools (DfE Revised 2014)

This policy was adopted by

The Butterfly Rooms Ltd

On

7th July 2025

Date to be reviewed

7th July 2026

Signed on behalf of the Management
committee



Name of signatory

Miss Aimee Thompson

First Aid Needs Assessment

- A formal first aid needs assessment is conducted annually to determine the appropriate level of provision, training, and equipment.
- This assessment includes consideration of all staff, children, and visitors to the setting.
- The assessment is reviewed following any significant changes to staffing, activities, or premises.

First Aid Kit Standards

- All first aid kits meet or exceed the British Standard BS 8599-1 to ensure adequate provision of supplies.
- Kits are checked regularly and replenished by the designated person responsible for first aid supplies.

Automated External Defibrillator (AED)

- Where an AED is available on site, staff receive appropriate training in its use.
- The AED is maintained in accordance with manufacturer guidelines and checked regularly.
- The need for an AED is reviewed as part of the annual first aid needs assessment.

Safeguarding Integration

- First aid procedures are aligned with the setting's Safeguarding Policy.
- The Designated Safeguarding Lead (DSL) is consulted in cases where first aid incidents raise safeguarding concerns.
- Staff are trained to recognise when a medical issue may also be a safeguarding matter and follow appropriate reporting procedures.