First Aid Policy and Procedures

Setting: Nightingale Cottage
Policy lead: Francesca Paul
Last updated: 20 October 2026
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1. Overview and aims

Nightingale Cottage is committed to providing a safe environment for children, staff and visitors. We take all reasonably practicable steps to prevent accidents and ensure that appropriate first aid is available when required.

The aims of this policy are to:

- Protect the health, safety and welfare of children, staff and visitors.
- Ensure that appropriate first aid equipment and trained personnel are available.
- Ensure that staff understand their responsibilities when responding to accidents, injuries and sudden illness.
- Establish clear procedures for obtaining emergency assistance, contacting parents and recording incidents.
- Ensure that accidents and injuries are reviewed where necessary to identify and address potential risks.

2. Responsibilities and first aid cover

Francesca Paul is the designated first aider and is responsible for overseeing first aid arrangements at Nightingale Cottage, including maintaining this policy, ensuring that first aid equipment is available and arranging for appropriate first aid cover.

All designated first aiders must hold appropriate, in-date training for their role. Where children attend, paediatric first aid training will be maintained as appropriate to the provision and any applicable registration requirements.

First aid cover must be considered when planning staffing, outdoor activities, trips away from the main premises and any changes to the usual timetable. If the designated first aider is unexpectedly absent, suitable alternative arrangements must be made before the session proceeds.

All staff must know the location of the first aid kit, how to summon emergency assistance and how to contact the designated first aider.

3. Legislation and guidance

Nightingale Cottage has regard to the following legislation and guidance, as applicable to its activities and legal status:

- Health and Safety at Work etc. Act 1974.
- Health and Safety (First-Aid) Regulations 1981.
- Management of Health and Safety at Work Regulations 1999.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).
- Any applicable Ofsted registration requirements and associated statutory guidance.

First aid provision is informed by an assessment of the risks associated with the setting, the number and ages of children attending, staffing arrangements and the activities undertaken.

4. First aid equipment and medical information

Nightingale Cottage maintains a suitably stocked first aid kit, which is stored in a designated location accessible to staff but not freely accessible to children.

The kit is checked regularly and replenished promptly after use. Staff must ensure that equipment is clean, suitable for use and within its expiry date where applicable.

Additional first aid supplies may be taken when activities take place away from the main premises.

Relevant medical information is collected through the registration and consent process. This includes information about allergies, existing medical conditions, prescribed emergency medication and any other information needed to respond appropriately to a medical emergency.

Staff must familiarise themselves with relevant medical information before the child attends and ensure that necessary emergency medication, such as an adrenaline auto-injector, is available and accessible in accordance with the child's individual arrangements.

Medical information is handled confidentially and accessed only by those who need it to safeguard the child's health and welfare.

5. First aid procedures

5.1 Responding to an accident or injury

In the event of an accident, injury or sudden illness:

1. The first aider will assess the situation, taking account of any immediate danger to the injured person and others.
2. Appropriate first aid will be provided within the first aider's training and level of competence.
3. Where the injury or illness is serious, potentially life-threatening or beyond the first aider's competence, emergency services will be contacted by calling 999. Emergency assistance must not be delayed while attempting to contact parents.
4. The first aider will remain with the injured person, or ensure that an appropriate person remains with them, until responsibility can safely be handed over.
5. Other children will be supervised safely while assistance is provided.
6. The injured person will not be moved unnecessarily where a serious injury is suspected, unless remaining in place presents an immediate danger. Appropriate positioning and resuscitation measures will be undertaken in accordance with the first aider's training.
7. Parents or the child's nominated emergency contact will be informed as soon as reasonably practicable, taking account of the seriousness of the incident.
8. An accident or incident record will be completed in accordance with this policy.

5.2 When a child is too unwell to remain

If a child becomes unwell or sustains an injury that means they cannot safely remain at Nightingale Cottage, the parent or nominated emergency contact will be contacted and asked to collect them, where appropriate.

If the child's condition requires urgent medical attention, emergency services will be contacted rather than relying on collection by a parent.

When the parent or emergency contact arrives, staff will explain what happened, the symptoms or injury observed, the first aid provided and any further action taken or recommended.

Parents are responsible for decisions about subsequent medical assessment and treatment, except where emergency action is required to protect the child's life or prevent serious harm.

5.3 Medication and medical emergencies

Staff will follow the information supplied by parents, any relevant medical care plan and the setting's medication procedures.

Emergency medication will be administered only where appropriate to the circumstances and in accordance with the relevant arrangements, the staff member's training and applicable guidance.

Where an allergic reaction or another potentially life-threatening medical emergency occurs, staff will call 999 and follow the appropriate emergency procedure. Contacting parents must not delay emergency treatment.

6. Informing parents and carers

Parents or carers will be informed of accidents, injuries and significant episodes of illness involving their child.

The urgency and method of communication will reflect the nature and seriousness of the incident. Serious injuries, suspected fractures, head injuries requiring urgent assessment, significant allergic reactions and other potentially serious incidents will be communicated promptly.

Minor incidents may be reported at collection, provided there is no reason for earlier contact.

Where emergency services have been called, parents or the nominated emergency contact will be contacted as soon as reasonably practicable.

7. Recording accidents and injuries

Nightingale Cottage maintains records of accidents, injuries and first aid administered. Records will be completed on the day of the incident wherever possible, or as soon as reasonably practicable afterwards.

Records will include, as appropriate:

- The name of the injured person.
- The date, time and location of the incident.
- A factual description of what happened and, where known, how the incident occurred.
- The nature and apparent severity of the injury or illness.
- The first aid provided and any subsequent action taken.
- Whether emergency services were contacted or the person received medical attention.
- The condition of the child or injured person following the incident, including any relevant observations.

- The name of the first aider and any other relevant staff or witnesses.
- Details of when and how the parent, carer or emergency contact was informed, including any relevant advice or information shared.
- Any follow-up action or review required.

Records must be factual, legible and completed as soon as reasonably practicable. A parent or carer may be asked to acknowledge receipt of an accident report, but their signature is not a condition of completing or retaining the record. If a parent declines to sign, this may be recorded.

Accidents, injuries and near misses will be reviewed where appropriate to determine whether changes to supervision, equipment, procedures or risk assessments are necessary.

8. Record retention, confidentiality and disposal

Nightingale Cottage will retain routine accident and incident records normally until the child's 21st birthday, subject to individual review and any applicable legal requirements.

Records relating to serious accidents, significant injuries or circumstances that may give rise to a legal claim may need to be retained for longer, where there is a clear and lawful justification. Any extended retention period will be reviewed periodically and documented.

These retention periods are internal policy decisions rather than universal statutory requirements. Records will not be retained indefinitely without justification. When records are no longer required, they will be securely destroyed or permanently anonymised, unless there is a continuing legal obligation or other lawful reason to retain them, such as ongoing legal proceedings.

All records will be stored securely and access will be restricted to those who need the information for health and safety, safeguarding, legal compliance or the management of a complaint or claim.

9. Reporting under RIDDOR

Nightingale Cottage will report qualifying work-related incidents to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The person responsible for making the report will be determined by the circumstances of the incident and the applicable legal duties.

Reportable incidents may include:

- A work-related death.
- Specified injuries to workers, including qualifying fractures, amputations, certain serious burns, specified eye injuries and other injuries defined by RIDDOR.
- A work-related injury to a worker that results in them being unable to perform their normal duties for more than seven consecutive days, excluding the day of the accident.
- A qualifying injury to a child, visitor or other person who is not at work, where the accident is work-related and the person is taken directly from the scene to hospital for treatment.
- A specified dangerous occurrence, whether or not an injury results.
- A reportable occupational disease, where the relevant legal criteria are met.

Not every accident resulting in a hospital visit is reportable. Equally, not every near miss is reportable: the incident must meet the applicable RIDDOR criteria.

Where a report is required, it will be submitted within the relevant statutory timescale. Deaths, specified injuries to workers, qualifying injuries to non-workers and dangerous occurrences must generally be reported without delay and within 10 days. Worker injuries resulting in more than seven consecutive days of incapacity must be reported within 15 days.

The HSE's current guidance will be consulted when determining whether an incident is reportable and which reporting procedure applies.

10. Notifications to Ofsted

Where Nightingale Cottage is registered with Ofsted, or is otherwise subject to an applicable Ofsted notification requirement, the setting will notify Ofsted of serious accidents, injuries, illnesses or deaths involving children where required by the relevant regulations.

Any notification will be made within the timescale applicable to the setting's registration category and the circumstances of the incident.

The person responsible for the setting will check the relevant requirements and ensure that any necessary notification is made promptly. Where a notification is required, this will be recorded alongside the incident documentation.

11. Policy review

This policy will be reviewed annually, or sooner if there are significant changes to the setting's activities, staffing, registration status, legal requirements or first aid arrangements.

All staff will be made aware of the policy and any relevant changes.

Last updated: 20 October 2026

Next review due: October 2027