



# First Aid Policy

Bijou Day Nursery & Crèche, Cowbridge

**Policy owner:** Nursery Manager / Rheolwr y Feithrinfa

**Version:** 2.0

**Last reviewed:** June 2026 / Mehefin 2026

**Next review:** June 2027 / Mehefin 2027

**Approved by:** Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

## 1. Policy Statement

Bijou Day Nursery & Crèche is committed to dealing effectively with health emergencies and injuries. We ensure that at least one member of staff with a current paediatric first aid (PFA) certificate is on duty at all times, and that first aid equipment is properly maintained.

This policy complies with the Health and Safety (First-Aid) Regulations 1981 (as amended); National Minimum Standards for Regulated Childcare (Wales) 2016 (Standard 9); CIW guidance; and the Health and Safety at Work Act 1974.

## 2. First Aid Training

- All permanent staff hold a valid 12-hour Paediatric First Aid (PFA) certificate
- PFA certificates are renewed every three years
- A first aid trained member of staff accompanies children on all outings
- Training records are maintained in the central training matrix
- At least one member of staff on each shift holds a current PFA certificate

## 3. First Aid Equipment

- First aid boxes are located in each room of the nursery, the kitchen, the outdoor area and the nursery vehicle
- Contents are checked monthly and restocked as needed by a designated staff member
- All first aid boxes contain items appropriate for treating young children
- A portable first aid kit is taken on all outings
- An eyewash station is accessible

## 4. Administering First Aid

- First aid is administered by a qualified first aider as soon as possible after an incident
- Disposable gloves are worn when treating wounds or dealing with bodily fluids
- All injuries and first aid treatment are recorded on an Accident/Incident Report Form (refer to Accident & Incident Policy)

- Parents are informed of any first aid treatment their child receives, verbally at collection and through a written record
- For head injuries, parents are notified immediately by telephone regardless of severity

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## 5. Emergency Procedures

- In a medical emergency, the first aider assesses the situation and calls 999 if necessary
- A member of staff accompanies the child to hospital if the ambulance service is required, taking the child's registration form and any relevant medical information
- Parents are contacted immediately
- The Nursery Manager is informed; CIW is notified as appropriate

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## 6. Specific Conditions

### 6.1 Allergies & Anaphylaxis

Refer to our Allergy & Intolerance Policy. Children with known allergies have individual care plans. Staff are trained to administer auto-injectors (e.g. EpiPen) where required.

### 6.2 Asthma

Children with asthma have individual care plans, and their inhalers are stored accessibly in their room. Staff are trained to support children during an asthma attack.

### 6.3 Febrile Seizures

Staff are trained to recognise and respond to febrile seizures. The child is placed in the recovery position, 999 is called, and parents are informed immediately.

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## 7. Blood-borne Infections & Bodily Fluids

Refer to our Infection Control & Procedure Policy for procedures on dealing with blood and bodily fluids, including the use of PPE and safe disposal.

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## 8. Record Keeping

All first aid treatment is recorded, including the child's name, date/time, nature of injury/illness, treatment given, and staff member who administered first aid. Records are stored in line with our Data Protection policy.

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**Bijou Day Nursery & Crèche**  
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