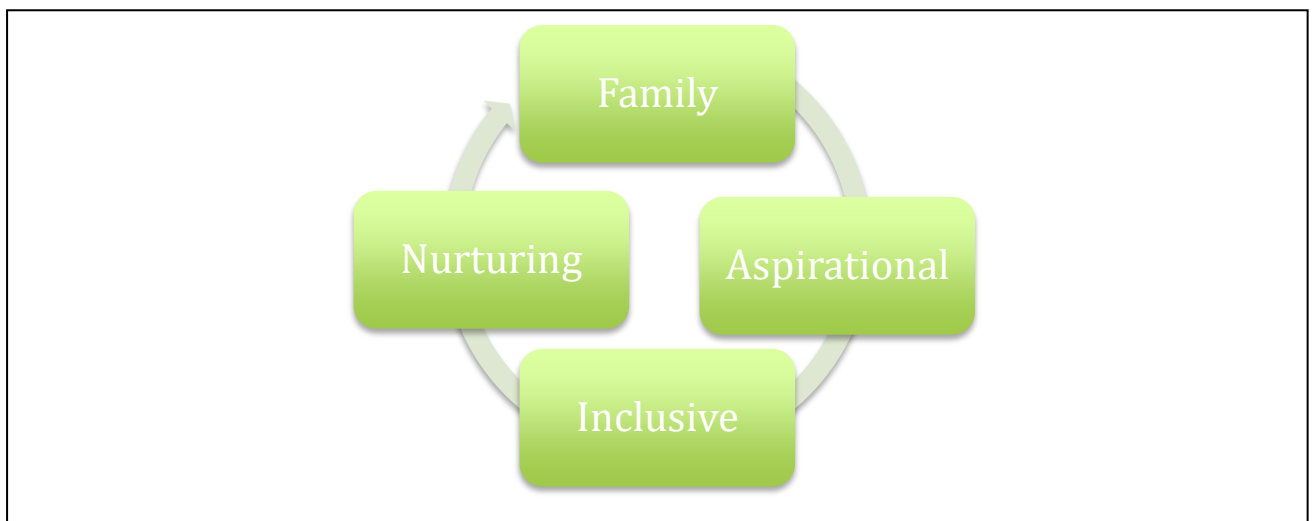


# Tenterfield Nursery School

## First Aid & Intimate Care

Based on Model Policy	N/A
Review body:	FGB
Date issued:	Sept 2025
Review frequency:	Every Year
Review Date:	Sept 2026
Target audience:	All stakeholders



### Vision

- To deliver high quality education in a supportive, caring and secure environment in which everyone is valued.
- To provide a centre for the families in our community to learn, grow and play.
- To continue to offer exceptional specialist provision for children and families with additional needs.

## 1. Policy Statement

Tenterfield Nursery School is committed to providing a safe and healthy environment for pupils, staff, parents, and visitors. In compliance with the Health and Safety (First Aid) Regulations 1981, the Early Years Foundation Stage (EYFS) Statutory Framework, and Hertfordshire County Council guidance, the school ensures that first aid provision is adequate, appropriate, and accessible at all times.

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## 2. Aims

- To ensure first aid provision is available to all children, staff, and visitors during school hours and activities.
  - To have at least one member of staff with a valid **Paediatric First Aid (PFA)** certificate on site whenever children are present, and always present in the room when children are eating.
  - To provide adequate numbers of trained first aiders in line with risk assessments and statutory requirements.
  - To ensure staff are aware of first aid arrangements and procedures.
  - To promote safe practices that minimise accidents and injuries.
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## 3. First Aid Personnel

- **Paediatric First Aiders:** At least two staff members hold a current 12-hour Paediatric First Aid qualification in accordance with EYFS requirements.  
**Sept 2025:** 16 members of staff paediatric first aid trained.
  - **Emergency First Aid at Work (EFAW):** Additional staff are trained where required, to support the needs of pupils and staff.  
**Sept 2025:** 1 member of staff trained.
  - **Cover Arrangements:** Adequate cover is ensured during staff absence, trips, lunchtimes, and extended activities.
  - **Training Records:** The school maintains an up-to-date register of all qualified first aiders and their certificate expiry dates.
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## 4. First Aid Equipment and Facilities

- **First Aid Kits:** Fully stocked first aid kits are available in each classroom/learning area. Additional travel kits are taken on outings.
- **Contents:** Kits meet Hertfordshire County Council recommendations (Appendix A of guidance). They are checked and restocked regularly by a nominated staff member.
- **Treatment:** A designated medical area is available for the care of sick or injured children, with access to running water and toilet facilities both indoors (raindrop room) and outdoors.

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## **5. When an Incident Occurs, Qualified Staff Should:**

Assess the impact of the injury and the most appropriate method of treatment

If another member of staff is needed to assist one should be called

Provide reassurance and comfort to the child at all times

When accidents involve open wounds, staff are reminded to barrier treat the child

The medical list should be checked before any plasters are administered in case the child is allergic

Online accident forms will be completed by the person administering treatment, recording the accident or injury and first aid treatment given.

Parents/carers are informed of all accidents, injuries and first aid treatment on the same day, or as soon as reasonably practical; they are given an account of the accident record form via email.

Staff will remain alert to the changing conditions of a child after an accident.

All waste materials should be bagged and disposed of in the appropriate bin.

### **Emergency Procedures**

- In the event of a serious accident or illness, an ambulance will be called immediately. Staff do not transport children to hospital in personal vehicles.
- A member of staff will accompany the child in the ambulance and remain until a parent/carer arrives.
- Parents/carers are informed promptly of any significant injury or illness. Parents are notified of injuries via medical tracker emails. For minor head bumps, parents are telephoned and a “bumped head note” will be sent home via medical tracker email.

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## **6. Specific Medical Needs**

- Care plans are in place for children with long-term medical conditions (e.g., asthma, allergies, diabetes).
- Designated staff receive appropriate training to support pupils with medical needs, including use of EpiPens.
- The school follows the DfE guidance *Supporting Pupils with Medical Conditions at School*.

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## **7. Defibrillator (AED)**

- The school has access to an Automated External Defibrillator (AED).

- The AED is registered with *The Circuit* (the national defibrillator network) and is checked regularly.
  - Staff are provided with awareness training, although the AED can be used without prior training by following its instructions.
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## **8. Record Keeping**

- All accidents and first aid treatment are recorded on Medical Tracker.
  - Head injuries and more serious incidents are recorded and reported to parents via telephone immediately after the accident / incident.
  - Records of first aid training and refresher dates are maintained by the Office Manager.
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## **9. Infection Control**

- Universal precautions are followed at all times. Staff wear disposable gloves when dealing with blood or bodily fluids and wash hands thoroughly after treatment.
  - Contaminated materials are double-bagged and disposed of safely in nappy bins.
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## **10. Communication of Policy**

- First aid arrangements, including names of qualified staff and locations of equipment, are displayed on school noticeboards.
  - Information is shared with new and temporary staff during induction.
  - Parents are informed of the school's first aid arrangements through the school handbook and website.
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## **11. Monitoring and Review**

- The policy and first aid needs assessment will be reviewed every two years, or sooner if there are significant changes in staff, pupil numbers, or site arrangements.
- Accident records are monitored by FGB to identify recurring hazards and to improve safety.

## INTIMATE CARE PROCEDURES

- The child's key worker will support a child needing to be changed or needing help to be changed.
- If the key worker is unavailable, a familiar member of staff, ideally someone who is leading the group on that particular day, will step in to help. This ensures the child receives care from someone they are comfortable with, maintaining continuity and trust.
- The Adult will inform another member of staff that they are going to change the child.
- The Adult will take the child to the designated toilet/changing area. The area should remain partially open but the child's dignity should be respected at all times.
- Staff should use appropriate protective clothing and equipment, (gloves, blue roll to line nappy changing mat, sensitive baby wipes, nappy sacks, and antibacterial hand gel).
- Staff should protect their backs and move children following any 'Moving and Handling policy' guidance necessary.
- Staff will double bag any nappies, wipes or soiled clothing and dispose of waste items in the designated nappy bins immediately outside. Ensure area is thoroughly cleaned.
- Where possible staff will use the children's own clothes if they need to be changed if not they will use spare clothes and ask the parent to wash and return them for their next session. Wet clothes to be double bagged and put in child's bag.
- Only creams which have been medically prescribed will be administered with prior parental consent obtained.
- Whilst changing the child the adult will communicate calmly and clearly, offering reassurance if necessary.
- If child refuses help, is distressed or is unwell the parents/carers will be contacted

and support plan put in place.

- Staff will inform parents/carers when they collect their child if they have been changed that day.
- If staff notice any marks or injuries on the child, they will follow the 'Child Protection Policy' and notify the Designated Senior Person immediately.
- There may be occasions when a child needs to be changed for reasons other than soiling (e.g. muddy, wet). In those circumstances the following procedure should be followed:
  - Staff will encourage children to clean and dress themselves offering support, verbal direction and providing clothing and wipes etc.
  - If a child asks/indicates they need help it will be offered.
  - If a child has tried to clean themselves but it has not been totally successful, the adult will take over to ensure they are clean and comfortable.
- Staff will inform parents/carers when they collect their child if they have been changed that day, and ask them to bring spare clothes for the following session.