



Children of the World Montessori School

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First Aid Policy

Policy Statement

Children of the World Montessori School is committed to providing a safe environment and ensuring that appropriate first aid is available whenever children are in our care.

At least one member of staff with a current paediatric first aid (PFA) certificate will be on the premises and available at all times when children are present. A person with a current PFA certificate will also accompany children on outings. Staff qualifications and deployment will meet the current Early Years Foundation Stage requirements.

First Aid Equipment

Appropriately stocked first aid equipment is kept in an accessible location for adults while remaining out of the reach of children. A designated member of staff will check first aid supplies regularly and replace items as necessary. First aid equipment will also be available for outings.

Accidents and First Aid

Staff will provide appropriate first aid following an accident or injury. Where emergency medical assistance is required, staff will call 999 without delay. Parents or carers will be contacted as soon as possible. Emergency treatment will never be delayed while waiting for parental contact or permission.

If a child needs to go to hospital and a parent or carer is not immediately available, an appropriate member of staff will accompany the child and remain with them until a parent/carer arrives, while ensuring that appropriate staffing arrangements are maintained at the setting.

Recording and Informing Parents

Accidents and injuries will be recorded in the setting's accident records, including the circumstances, any first aid or treatment given and the member of staff dealing with the incident.

Parents/carers will be informed via email/face to face, of accidents or injuries involving their child and of any first aid given. They will be asked to acknowledge the accident record.

Parents/carers will be informed of any head injury, email/face to face, and given relevant information about the injury and signs or symptoms for which they should seek further medical advice.

Serious Accidents and Injuries

Serious accidents, injuries, illnesses or deaths will be dealt with in accordance with the notification requirements of the Early Years Foundation Stage and other applicable legislation. Ofsted and/or other relevant agencies will be notified where required and within the statutory timescales.

Emergency Information and Medical Needs

On admission, parents/carers provide emergency contact information and relevant information about their child's health, allergies and medical needs. Appropriate emergency medical advice or treatment will be sought when necessary.

Any known allergies or sensitivities relevant to first aid will be recorded and taken into account when treating a child.

Medicines

The administration of medicines is covered by the setting's Administration of Medicines Policy. Staff will not give medication except in accordance with that policy and the child's agreed medical arrangements.

Staff Responsibilities

Staff must ensure they know the location of first aid equipment and understand the setting's procedures for obtaining emergency assistance, recording accidents and informing parents/carers. Paediatric first aid certificates will be renewed within the required timescales.

Reviewed and updated: September 2026

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