First Aid & Medication Policy (2025–2026)

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1. Purpose

This policy ensures that children receive appropriate first aid treatment in the event of an injury or medical emergency and establishes clear procedures for administering medication, in line with current statutory requirements.

2. Scope

This policy applies to all children and staff at Little Wonders Nursery.

3. First Aid Procedures

First Aid Kit

- A fully stocked first aid kit will be available in each room and on outings. The kit will be checked regularly to ensure that all supplies are in date and complete.

Paediatric First Aid Training

- All staff with a full and relevant Level 2 or Level 3 childcare qualification must have either a full PFA certificate within three months of starting work to be included in the required staff-to-child ratios.
- PFA training must be renewed every three years and should be relevant for workers caring for young children and, where relevant, babies.

Minor Injuries

- Staff will assess and provide first aid for minor injuries (e.g., cuts, bruises, scrapes). Staff will document the injury and inform parents at the end of the day.

Serious Injuries

- In the event of a more serious injury, immediate medical assistance will be sought. Staff will call emergency services and contact parents as soon as possible.

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4. Medication Procedures

Parental Consent

- Medication will only be administered if parents have provided written consent. The medication must be in its original packaging with clear instructions regarding dosage and frequency.

Storage

- All medication will be stored in a safe, secure location, out of reach of children.

Record Keeping

- A medication record will be kept for each child receiving medication, including the name of the child, the type of medication, the dose including the last time it was administered at home, and the time of administration at the setting.

Emergency Medication

- For children with specific medical needs (e.g., asthma, allergies), emergency medication (e.g., inhalers, epinephrine) will be readily available, and staff will be trained to administer it.

Non-Prescription Medicines

- Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.
- A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.

Individual Healthcare Plans

- Individual healthcare plans should include instructions on how to manage a child in an emergency.