

The Chelsea Nursery

First Aid and Medicines Policy

1. Introduction

This policy outlines The Chelsea Nursery's (TCN) procedures for administering first aid and medication to children within our EYFS and school settings. It reflects the Early Years Foundation Stage statutory framework effective from September 2026, including expectations linked to safer eating, choking prevention, allergy management and paediatric first aid cover during mealtimes. We are committed to safeguarding the welfare of all children and ensuring that staff are trained, confident and well-resourced to respond to medical needs and emergencies.

We aim to support children with medical conditions and, as reasonably practicable, ensure they enjoy the same opportunities as others. All staff responsible for first aid or administering medicines will adhere to this policy and relevant legislation.

2. Training and Qualifications

All EYFS staff are Paediatric First Aid trained, which includes:

- Emergency response and basic life support
- Choking response for babies and young children
- Epipen/adrenaline auto-injector administration
- Asthma inhaler usage
- Recognition of allergic reaction and anaphylaxis

For any child requiring specific medical support (e.g., diabetes, epilepsy), additional training is arranged with paediatric healthcare professionals.

Defibrillator training and the use of emergency medication (such as adrenaline auto-injectors and emergency inhalers) are also delivered where applicable.

All training is recorded and reviewed regularly. Emergency folders include a list of qualified First Aiders. Training records must identify staff with current full paediatric first aid certificates and must support deployment so that a qualified member of staff is present when children are eating.

When a child joins TCN, and they require more specific medical intervention (e.g., Diabetes or epilepsy), training is sought and provided by paediatric experts.

In addition to the selected staff members are trained in the administration of medicines.

3. First Aid Provision

First aid boxes are located in key areas of the setting; main reception, Baby Room, Willow Room & Kitchen. These are stocked in accordance with Health & Safety (First Aid) Regulations 1981 and are checked termly. They only contain sterile dressings, bandages, eye pads, and gloves.

An emergency defibrillator is available on-site (INSERT LOCATION) and staff are trained in its use.

Any accident or injury will be recorded on a designated First Aid Record Sheet, and parents/carers will be notified on the same day. Serious injuries must be reported to the Head of Setting and, where relevant, the Head of School.

3.1 Safer Eating, Choking and Mealtime First Aid

Whenever children are eating, there must be a member of staff in the room with a valid full paediatric first aid certificate. Staff supervising meals and snacks must remain alert to choking risk, recognising that choking can be silent. Babies and young children must be seated safely while eating and must remain within sight and hearing of staff. Staff must follow the setting's Food Safety, Safer Eating and Allergies Policy and any Individual Health Care Plan or allergy action plan.

If a child experiences a choking incident that requires intervention, including back blows or other first aid, staff must record where and how the child choked, the food involved, the action taken and the outcome. Parents/carers must be informed. Choking incident records will be reviewed periodically by the Nursery Manager/Head of Setting to identify patterns or further risk reduction measures.

4. Individual Health Care Plans (IHCP)

For children with ongoing or complex medical needs, allergies, intolerances or conditions that may affect food, drink or medication (e.g., asthma, diabetes, epilepsy, anaphylaxis), an Individual Health Care Plan will be drawn up in consultation with parents and health professionals where appropriate.

Plans will outline:

- Medical condition, allergy or dietary risk and emergency actions
- Medication requirements, dose, timing and route
- Possible side effects and symptoms requiring escalation
- Emergency contacts
- Staff responsibilities
- Where medication is stored and who is trained to administer it
- Any mealtime, snack, trip or food-related activity arrangements

Plans will be reviewed annually or when a child's needs change. Copies are stored securely and included in emergency folders.

5. Administering Medicines

5.1 General Principles

Medicines will only be administered by trained staff, and wherever possible, by two adults.

Medication Request Slips must be completed and signed by the parent/carer for all medications (prescribed or non-prescribed). Medicines will only be accepted in their original containers with pharmacy labels (for prescribed medication) or manufacturer guidance (for non-prescribed) written in English. Medication refusal will be documented, and parents will be informed. Children will not be forced to take medication.

Administering Medications: The Five Rs

Always administer any medication with another colleague within hearing AND SIGHT to confirm you have followed the Five Rs:



- **Right person** (Identity check)
- **Right medication** (Label, allergies, and current medications)
- **Right time** (Timing of last dose)

Policy Owner: Group Head of Early Years

Last Reviewed: August 2026

Date of Next Review: August 2027