



Early Years Foundation Stage (EYFS) First Aid Policy

1. Policy Statement

At the British School of Tenerife, we are committed to ensuring the health, safety and wellbeing of all children within the Early Years Foundation Stage (EYFS). We aim to provide a safe environment where children receive appropriate first aid and medical support when required.

The welfare of the child is always paramount.

This policy complies with the EYFS Statutory Framework and should be read alongside the school's:

- Health & Safety Policy
- Safeguarding & Child Protection Policy
- Medicines Policy
- Allergy Policy
- Illness Policy
- Intimate Care Policy
- Risk Assessment Procedures

2. Aims

The aims of this policy are to:

- Ensure children receive prompt and appropriate first aid treatment
- Maintain safe and hygienic procedures when responding to accidents or illness
- Ensure staff understand their responsibilities in medical emergencies
- Ensure parents are informed appropriately about accidents, injuries or illness
- Support children with medical conditions safely within EYFS
- Maintain a safe environment for all children and staff

3. First Aid Provision

The school ensures that:

- At least one paediatric first aid trained member of staff is present at all times when EYFS children are on site
- A paediatric first aider accompanies children on outings where required
- First aid boxes are accessible and appropriately stocked
- Emergency contact details are readily available
- Staff know the procedures for responding to accidents and emergencies

The designated EYFS first aider is:

Jenny Garnett - Early Years First Aider

Additional trained staff may also support first aid procedures where required.

4. First Aid Equipment

First aid supplies are stored safely and checked regularly.

First aid boxes contain appropriate emergency and protective equipment including:

- Disposable gloves
- Ice packs
- Thermometers
- Emergency contact information
- Clearly labelled emergency medication where required (e.g. inhalers or EpiPens)

In line with Spanish regulations, staff do not apply creams, antiseptics, ointments or medication to injuries unless specifically permitted within an individual healthcare plan or emergency medical procedure.

Emergency medication such as inhalers and EpiPens are stored securely but remain easily accessible to trained staff.

5. Accident and Injury Procedures

If a child has an accident or injury:

- A member of staff will assess the child immediately
- Appropriate first aid will be given
- The child will be comforted and supervised
- Parents will be informed where appropriate
- All accidents will be recorded accurately

For minor injuries:

- Injuries may be cleaned using water only, in line with Spanish guidance
- Ice packs may be applied if appropriate

For serious injuries:

- A trained first aider will respond immediately
- Emergency services will be contacted if necessary
- Parents will be informed immediately
- The child will remain supervised at all times

6. Head Injuries

All head injuries are treated seriously.

If a child receives a bump or injury to the head:

- The child will be monitored carefully
- Parents will be informed immediately
- Staff will complete the required accident documentation
- Emergency medical advice will be sought where necessary

Staff follow the school's separate "Bump to the Head Procedure".

7. Illness During the School Day

If a child becomes unwell during the school day:

- The child will remain supervised and made comfortable
- Parents or emergency contacts will be contacted to collect the child
- Children with a temperature of 38°C or above must be collected promptly

- Staff will follow the Illness Policy regarding exclusion periods and infection control

Children must not attend school if they are infectious or too unwell to participate safely.

8. Medication

School staff are not medical professionals and cannot routinely administer medication.

Medication, including medication for chronic conditions and over-the-counter medicines such as paracetamol, should be administered by parents.

However, emergency medication such as inhalers or EpiPens may be supported where:

- Written parental consent has been provided
- A healthcare plan is in place
- Medication is clearly labelled and prescribed
- Staff have received appropriate training

All procedures must follow the school's Medicines Policy.

9. Allergies and Anaphylaxis

The school supports children with allergies safely and appropriately.

- Allergy information and care plans are shared with relevant staff
- Emergency medication must remain in date and accessible
- Staff receive training where required
- Food sharing is discouraged where allergies exist

If an EpiPen is administered:

- Emergency services will be called immediately
- Parents will be informed immediately
- The child must be monitored continuously until medical support arrives

Please refer to the Allergy Policy for further details.

10. Hygiene and Infection Control

Staff must follow strict hygiene procedures when administering first aid.

This includes:

- Wearing disposable gloves where appropriate
- Washing hands before and after treatment
- Cleaning bodily fluid spillages safely
- Disposing of contaminated materials appropriately
- Maintaining clean first aid areas and equipment

11. First Aid on Educational Visits

A first aid kit and emergency contact information must accompany children on outings.

Where required:

- Emergency medication must be taken
- A paediatric first aider will accompany the group
- Risk assessments will be completed before visits

Staff must ensure children remain supervised at all times.

12. Recording and Reporting

All accidents, injuries and medical incidents must be:

- Recorded accurately and factually
- Signed by the member of staff completing the record
- Shared with parents where appropriate
- Reported to senior leaders where necessary

Serious incidents may require additional reporting in line with safeguarding and health & safety procedures.

13. Staff Training

EYFS staff receive appropriate training including:

- Paediatric First Aid
- Allergy and EpiPen training
- Safeguarding training
- Infection control and hygiene procedures

Training is updated regularly in line with statutory requirements.

14. Responsibilities

The School Will:

- Maintain appropriate first aid provision
- Ensure trained staff are available
- Provide suitable equipment and resources
- Maintain accurate medical records
- Ensure staff receive appropriate training

Staff Will:

- Follow first aid procedures safely
- Report accidents and concerns promptly
- Maintain confidentiality
- Follow hygiene procedures
- Act in the best interests of the child at all times

Parents Will:

- Provide accurate medical information
- Update the school regarding medical changes
- Provide emergency medication where required
- Keep unwell children at home
- Ensure emergency contact details remain current

15. Policy Review

This policy will be reviewed annually or sooner if required due to:

- Changes in legislation
- EYFS updates
- Medical guidance updates
- School operational changes

Policy Review:

This policy will be reviewed every, or more frequently if required by changes in legislation, guidance, or school operational needs.

Written by:	Jenni Garnett		
Agreed Date:	October 2025		
Board of Governors			
	Print Name:	Signed:	Date:
Academic Director:			
	Print Name:	Signed:	Date:
Review Date:	October 2027		