



Ballygawley Early Years Playgroup

First Aid Policy

Policy statement

Ballygawley Early Years Playgroup staff are able to take action to apply first aid treatment in the event of an accident involving a child or an adult. At least two members of staff with first aid training are on the premises at all times during a session or on an outing.

Procedures

- On admission to Playgroup parents/guardians will provide a written permission for emergency medical advice or treatment to be sought. A consent form is also signed allowing staff to accompany their child to the nearest Accident & Emergency unit, where necessary, on the understanding that the parents/guardians have been informed and are on their way to the hospital.
- Two designated members of staff with a current First Aid training certificate are on the premises at all times. The First Aid qualification includes training for First Aid with young children.
- Our First Aid Kit complies with the Health and Safety (First Aid) regulations (NI) 1982, the contents of which are checked frequently and replaced as necessary by the designated member of staff.
- The First Aid Box will be held in a prominent place, which is easily accessible, and its contents checked weekly or sooner if required. Any missing/used items will be replaced immediately.
- The First Aid Box is easily accessible to adults and is kept out of reach of the children.
- No un-prescribed medication is given to children, parents or staff.
- Staff are aware of any child's special dietary requirements /allergies and a list is kept on the wall for easy reference.
- If a minor accident happens during the child's attendance at the Playgroup the details will be recorded in the accident report forms designed for this purpose and the parent/guardian must be told when collecting the Child and asked to read and sign the information recorded.



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- In the event of a child requiring to attend Accident and Emergency, a member of staff may accompany the child to Accident and Emergency if parents/guardians are not yet available. The designated staff member who accompanies the child will ensure all medical information and contact details for child are taken to the hospital. Furthermore, the staff member who accompanies the child will retain the Playgroup mobile to allow parents/guardians to remain in contact until the parent/guardian can take over.

This policy was adapted at a meeting of our playgroup held on the 1st September 2026

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 01/09/2026

Signed:
(on behalf of the Management Committee)

Name and Position: Iona Devine, Chairperson

Reviewed on:

Date: Signed: Position:

Date: Signed: Position:

Date: Signed: Position:

This policy links with the following policies;

- Safeguarding Children and Child Protection policy
- Management of Medicines policy
- Infection Prevention & Control policy
- Participation & Partnership with Parents policy
- Sickness Exclusion policy
- Emergency Plan policy