



First Aid Policy

General statement

The definition of First Aid is as follows:

- Where a person requires help from a medical practitioner, treatment for the purpose of preserving life and minimising the consequences of injury and illness until assistance is obtained
- Treatment of minor injuries in which would receive no treatment, or which do not require treatment from a medical practitioner.

The purpose of this policy is to ensure that in an event of an accident/incident; there is the appropriate first aid provisions in place and the relevant people are involved. In addition, all accident/incidents must be documented and managed in line with current health and safety regulations.

The policy applies to children, staff, parent/guardians and visitors who visit our sessions (school clubs and holiday clubs), and is in line with the Health and Safety at Work Act 1974, the Children Act 1989 and relevant UK first aid regulations.

Policy Objectives

- In an event of an accident/incident the appropriate first aid is provided
- Make sure and maintain a safe environment by making sure there is minimise risk through proper health and safety practices
- To make sure there are clear procedures for reporting and recording of the accident/incident and the injuries that have been caused.
- To make sure that all staff have adequate training in line with first aid and emergency procedures
- To ensure parent/guardians are informed of accident/incident and the injuries that involve their child.

First Aid Provisions

- Qualified First Aiders: there is to be at least 1 member of staff with a valid Paediatric (as stated in Ofsted and Early Years Foundations Stage EYFS guideline) will be present at all sessions.
- First Aid Kits: there is to be a first aid kit available and easily accessible. Kits are to be fully stocked with supplies with Health and Safety Executive (HSE) guidelines and regularly checked
- Accident reporting: all accidents regardless how minor they are; must be recorded. To include
 - Date, time and location of the accident
 - Name of the child/staff member involved
 - A brief description of the accident/incident and any injuries that causes
 - Name of any witnesses
 - Signature of the first aider and the parent/guardian
- Accident/incident reports will be reviewed by management on a regularly basis to identify any recurring issues/hazards

Procedure for dealing with accidents and injuries

Minor injuries i.e cuts, bruises and grazes



- First Aid is to be administered immediately, cleaning the wound, applying a plaster or bandage, ensuring at all times the child is comfortable
- Parent/guardians are to be informed at pick up or a telephone will be made
- Details of the accident/incident will be reported on the log form

Moderate injuries i.e sprain, head bumps or mild burns

- First aid will be administered and if necessary, staff members will contact the emergency services
- The parent/guardian's will be contacted immediately and explained of the situation
- A written report will be completed, and any injuries will be noted
- If a child sustained a bump to the head; a follow up communication with the parent/guardian may be required

Serious Injuries i.e fractures, severe head injuries and significant blood loss

- First aid will be administered staff members will contact the emergency services
- The child will be kept comfortable and reassured as much as possible
- A member of staff will contact the parent/guardian of the child as soon as possible
- Management will be contacted as well as the Designated Safeguarding Lead to ensure all appropriate measures are being met and any additional support they may require
- The accident/incident will be record and the accident/incident will be reported to the local authority if required

Health and Safety Risk Assessment

- Risk Assessments will be carried regularly to identify potential hazards within the session location
- Areas that required additional attention i.e outdoors will be regularly inspected and maintenance required will be reported
- The risk assessment will also include considerations for children with know medical conditions i.e allergies; staff will then be informed and trained in managing such conditions

Training

- Management will ensure that all staff receive regular First Aid Training, this will include paediatric to keep in line with Ofsted requirements
- Refresher course will be available to all staff ensuring all knowledge is kept up to date
- Staff will be trained to recognised signs of common injuries and illness and know the procedure for managing these situations

Communication with Parent/guardians

- All parent/guardians will be notified of the accident/injury that their child has sustained via the accident/incident log form. This is to be signed by the employee and the parent/guardian
- In cases that is deemed to be more serious, and further medical assistance is required; staff are to immediately contact the parent/guardian by phone
- Parent/guardians are asked to make sure all emergency contact details are kept updated ensuring swift communication in the event of an accident/incident

Confidentiality

All personal and medical information we obtain including information surrounding accidents/incidents will be treated confidentially in line with the Data Protection Act 2018



(GDPR). Accident/incident records will be stored securely and only share with individuals who have a legitimate need to know.

Monitoring and Review

- This policy will be reviewed annually or earlier if there is a significant accident/incident or change in legislation
- Management will review all accident/incident records on a regular basis to identify trends and to take the necessary precautions to prevent further accidents/incidents in the future
- Members of staff have the opportunity to provide feedback of the policy during meetings.

This policy ensures that sessions can respond effectively to any accidents/incidents and injuries allowing us as a company to ensure that the children in our care is provided with the best care and that staff are equipped with the knowledge and understanding of what to do when handling medical emergencies.