Mr H Out of School Club

First Aid Policy

According with the Health and Safety (First Aid) Regulations 1981, the Club will provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to our children and employees if they are injured or become ill at work.

The Club will inform Ofsted and the local child protection agencies of any serious accidents or injury to, or serious illness of, or the death of, any child whilst in our care, and act on any advice given.

As a minimum requirement, at least one of our practitioners will hold a current pediatric first aid certificate and will be on the premises at all times when the children are here. On all outings, there will be at least one person who holds a current paediatric first aid certificate. We will endeavor to exceed this requirement by having as many of our practitioners qualified in pediatric first aid.

The First Aid Kit

Suitably stocked first aid boxes are provided, the contents of which will be determined in the first aid training course, and are checked frequently and replaced as necessary. There are several first aid boxes located in the baby change, the kitchen and the office.

The Club's first aid kit is accessible at all times and contains the following items:

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
- Small x 3.
- Medium x 3.
- Large x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.

In addition, the following equipment is kept near to the first aid box:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.
- A supply of cold compresses kept in the fridge

The first aid box is easily accessible to adults and is kept out of the reach of children.

Information about who has completed first aid training is located on the staff notice board in the reception area.

Many of our practitioners are trained in 'Appointed person and paediatric first aid' having completed a 12 hour Ofsted approved First Aid course. This training is renewed every three years.

Appointed persons and Qualified First Aiders

An 'appointed person' is someone who takes charge when someone is injured or falls ill, including calling an ambulance if required and looks after restocking the first aid boxes.

- Nicola Readman – Club Manager

Accidents and Incidents

Parents/carers sign a consent form at registration allowing a first aid trained member of staff to treat their child or take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.

In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.

The Club will keep a record of any accidents that occur and the first aid treatment given. We will inform parents of any accidents or injuries sustained by the child whilst in our care and the first aid that was given. The accident/incident and first aid log is completed as required with the date, time; details of the accident/incident, first aid treatment administered and signed by staff and a witness
.Parents will be informed as soon as possible of the accident /incident and asked to sign the first aid log on the day the accident occurred.

In the event of minor injuries or accidents we will normally inform parents when they collect their child, unless the child is unduly upset or we have concerns about the injury. In which case we will contact the child's parents for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP.

If an ambulance is called for children requiring emergency treatment. The Club will contact parents immediately and inform them of what has happened and where their child has been taken.

The following safe practices should be followed by the person rendering first aid care:

- Cover any minor cuts or abrasions on hands and arms with waterproof dressings.
- Wash hands thoroughly, using hot running water and soap, after giving first aid care.
- Hands should be dried properly, using disposable paper hand towels or hot air hand dryers.
- Minor wounds should be cleaned using clean water and disposable paper towels or tissues. The wound should be dried again, using disposable paper towels or tissues. A first aid plaster or dressing (which is individually wrapped) can be applied if desired.

Dealing with splashes of blood from one child to another

- Splashes of blood on the skin should be washed off immediately with soap and water. Disposable paper towels or tissues should be used.
- Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.
- Infected dressings or other materials should be discarded into a bin or container fitted with a yellow plastic bag liner. Arrangements should be made with the local authority for the collection of this waste for incineration.

Dealing with nose bleeds and cuts

- Where possible it is advisable to wear disposable gloves when dealing with someone who has a nosebleed or cut.
- Disposable gloves, once used, should be discarded into a bin which is fitted with a yellow plastic liner.
- After removing the gloves, hands must be washed using soap and water.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DfEE)