



St Anne's and St Andrew's Joint Council

Policy Number: 6

Policy Title: First Aid Policy

Approved: 23rd February 2016 Date for review: May 2017

First Aid Policy

Training

1. It is advisable for all those working with children, young people or adults at risk to have a basic understanding of first aid. One leader in each group should also have a current recognised First Aid qualification provided by agencies such as the British Red Cross or St John's Ambulance Brigade – some local authorities also offer these courses.
2. Childcare workers must have attended and passed a 12 hour 'Paediatric First Aid' course within the last 3 years (course content must meet the DfES criteria)
3. A copy of certificates issued should be held by the centre office.

Procedure

1. There is a First Aid Box in the Rotunda kitchen which is checked regularly and continues all recommended items.
2. An ACCIDENT BOOK is found beside the First Aid Box. Full details of any accidents must be entered in here. An accident book should also be taken on any off-site activities.
3. Any member of staff (either First Aid trained or not) can treat minor cuts and grazes but a First Aider must be contacted at the point of treatment to oversee the treatment given and sign the accident record sheet to say they have done this.
4. All head injuries must be treated by a First Aider with further medical help sought if required
5. If the injury is serious or there is any doubt about the seriousness of any injury an ambulance must be called by dialling 999.
6. Disposable gloves should be worn during treatment and discarded after use (provided in First Aid kit)

7. At St Anne's and St Andrew's we may use plasters to treat cuts and grazes. Parents should inform us if their child is allergic to plasters (via the registration forms). Staff must refer to the registers before plasters are administered.
8. The person treating the injury must fully record in the incident in the accident report book, including any witnesses present at time of accident/injury.
9. Members of staff will not administer any medication

SERIOUS ACCIDENTS

If a child, young person or adult at risk suffers any injury that appears to be serious, you must contact the emergency services immediately by dialling 999. Appropriate first aid should be given (preferably by the qualified first aider) until help arrives, following any instructions given over the telephone when applicable. If a child/young person has been injured, their parents/carers must be contacted as soon as possible. Record the details in the accident book at the earliest opportunity (within an hour).

MINOR ACCIDENTS

If basic first aid needs to be administered to a vulnerable person, a second adult should be present where possible. If this isn't possible, another adult must be aware of what you are doing. Parents/carers must always be informed when first aid has been administered as soon as appropriate. In cases of slight injury, this is likely to be when the vulnerable person is collected at the end of the session. Ensure that all details are entered into the accident book before the end of the session.

CONTACT DETAILS

It is advisable to have parents/carers contact details readily accessible in case of emergencies. It would also be wise to have any other relevant telephone numbers e.g. local hospital, local minor injuries units.

ACCIDENT FORM

PERSON INJURED:

Name

Address

.....

Telephone

Time of incident

Place incident occurred

Detailed description of accident/incident (including a description of any apparatus or equipment involved) continue overleaf if necessary

WITNESSES:

Name:

Address:

Telephone:

Name:

Address:

Telephone:

(Signed witness statements should be obtained wherever possible)