

## **First Aid Policy**

### **Principles**

We ensure that all children will receive first aid treatment of the highest quality, if needed. The welfare of the children is of the utmost importance.

### **Statement of Intent**

Our policy is to ensure that staff members are aware of the procedures surrounding application of First Aid and that there will always be a trained paediatric first aider on the premises. Children will always be treated with care and respect if an accident occurs.

### **Procedures**

#### **Responding to and recording accidents / emergencies: -**

1. Assess the situation (how bad the accident is).
2. Reassure and comfort child.
3. Treat injury, if necessary, with the first aid kit.
4. Record accident in named 'Accident Form' including the time and date, location of injury on the body, how it happened, and nature of injury / accident and treatment given. Ensure that a member of staff and a parent or carer signs the form and that the parent is also verbally told of incident.
5. All old records are kept on file.

#### **Serious Accident / emergencies: -**

1. Assess the situation (how bad the accident is, is it life threatening?).
  1. Put child into recovery position if necessary and administer general first aid.
  2. Reassure and comfort child.
    1. Person in charge must telephone the emergency services.
    2. Person in charge will contact the parents and arrange to meet them at the hospital.
    3. Appointed first aider will escort the child along with the emergency services.
    4. Record accident in named 'Accident form' including the time and date, location of injury on the body, child's name, how it happened, and nature of injury / accident and treatment given. Ensure that a member of staff and a parent or carer signs the form and that the parent is also verbally told of incident.
  5. All old records are kept on file.

**Illness: -**

1. Assess the situation (has the child been recently off sick or is there a bug going around the school).
2. Check temperature of the child, take clothing off if necessary.
3. See how the child feels after 15 minutes or so.
4. Inform person in charge.
5. Contact parents or carers to collect child.
6. Ensure parent is aware of exclusion period if child is infectious.

All staff are encouraged to undertake basic first aid training and at least two members of staff will have Paediatric First Aid Training. First aid boxes are kept in each room of the facility.

The contents of the boxes are checked and restocked periodically.