

First Aid Policy and Procedure

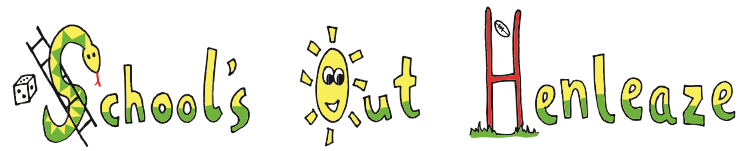
Aim

The aim of this policy is to ensure the good health and safety of all those on site, and to provide for effective action should anyone become ill or suffer injury.

Policy

School's Out Henleaze will ensure that:

- Only first aid qualified staff are allowed to administer first aid and give first aid advice. In very minor cases, a non-first aider may perform first aid under the guidance of a qualified individual. This might be an EYFS practitioner in the case of early-years children. Older children may be encouraged to apply their own first aid in minor cases, helping build resilience and independence whilst reducing hygiene/contamination concerns.
- There is at least one person who has a current paediatric first aid certificate on the premises and available at all times when children are present, and accompany children on outings. *NB: As the scheme continues to grow, we will take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.*
- There is a first aid box accessible at all times with appropriate content for use with children.
- During induction, new playworkers will be instructed to pass on all first aid issues to a senior playworker or manager, until they have undertaken the training themselves.
- We keep a written record of accidents or injuries and first aid treatment. We will inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given.
- All staff act in loco parentis during the time that the setting is open for children.
- Names of qualified first aid staff are displayed inside the door of the large cupboard labelled 'Colin'.



Playworkers' Responsibilities

- To be aware of the setting's first aid arrangements and procedures.
- To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- To ensure all non-injured children are being cared for and reassured appropriately about what is happening.
- To ensure that a first aid box is provided and stocked with appropriate items and to refer any issues to the Manager, whose responsibility it is to see that all first aid kits remain appropriately stocked.
- To always take a first aid box on **all** trips.
- In cases of injury, the playworker's responsibility ends when the patient is handed over to the medical care or the parent/carer.

Accident Book

For all significant injuries (whether involving the children, staff or visitors) the accident book must be filled in at the first possible opportunity. In the case of an injury involving a child, the book must be signed by the parent/carer who collects the child. In the case of a head injury or severe other injury, a decision will be made regarding whether the child is too unwell to remain at the setting. The accident book is kept on the desk and should be completed for accidents involving anyone on site.

Accidents will be regularly reviewed, and may trigger the Manager making enquiries about the appropriate supervision and organisation, or use of materials, at the site where the injury occurred to help prevent further accidents occurring. This may assist in informing a review of Risk Assessments.

First Aid Box

A first aid box is located in the "Admin" cupboard. Further supplies can be found in "Colin".

School's Out Henleaze will ensure that disposable plastic gloves are available, along with plastic bags for the disposal of soiled dressings

Sanitary Provision

- The setting will have onsite emergency sanitary towels as appropriate for the age range they cater for. These will be stored in the first aid kit.
- The staff team need to be aware of those that may start their periods during setting time and need to deal with this in a sensitive and appropriate way.
- If this is their first period, give them a sanitary towel, not tampons.

Change of Clothes

- The setting will have a range of clothes in its spare clothes box to cover boys and girls across the age range.
- Wherever possible, children should be supported to change into their own clothes independently.
- The setting will take care to respect the child's privacy and dignity.
- Disposable gloves will be available when assisting a child, and disposed of appropriately.
- Dirty/soiled/bloody clothes will be placed into a plastic bag ready for parents/carers to collect.

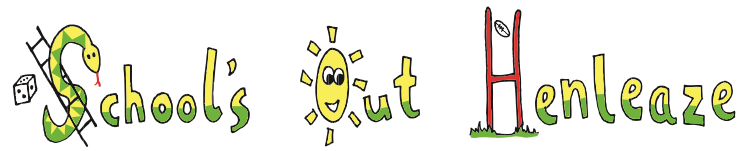
Parents and carers should be advised when they collect the child and check whether there is anything that can be done to avoid a repeat. For example, by reminding the child when they arrive to use the toilet. Key worker journals/partnership with parents may encourage this.

Waste Disposal

'Municipal Offensive Waste' waste includes:

- human and animal waste (faeces);
- nappies;
- sanitary waste;
- vomit and soiled human bedding from a non-infectious source;
- plasters (minor first aid or self-care) generated by personal use;

Its waste-status is 'non-hazardous' If you've produced less than 7kg, you can dispose of your municipal offensive waste in your mixed municipal waste ('black bag')



Clinical Waste

Clinical waste is defined as any waste which unless rendered safe may prove hazardous to any person coming into contact with it. Clinical waste should not be collected with other wastes as it may be hazardous or infectious. Examples of waste which may be classed as clinical waste include infectious waste, blood or bodily fluids, swabs, sharps (including needles, blades, scalpels) cytotoxic and cytostatic medicines.

Please contact Bristol City Councils Customer Service Centre on 0117 922 2100 (mainline) for further information on disposal and collection of clinical waste

Mental Health

Staff members will be alert to the signs and symptoms of children who may be experiencing a mental health condition. Staff members who have concerns should follow the setting's child protection policy and procedure and report all concerns to the setting's Designated Safeguarding Lead (DSL).

Where possible a member of staff will undergo training to identify adults who may be experiencing mental ill health within the workplace so that additional support and signposting to services can be given.

Medication

Children may need to have access to life saving prescription drugs in an emergency, the details of which will be recorded in the children's individual healthcare plan and identified staff members will be aware of what to do. Please refer to our Administration of Medicine Policy.

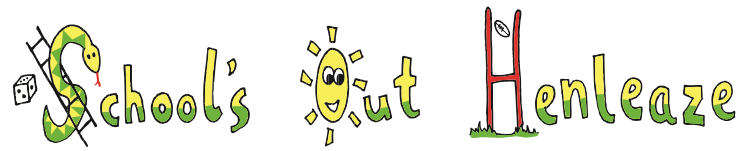
Serious Accident and Emergency Procedure

In the event of a child sustaining an injury/serious illness, a paediatric first aider will be called to the scene. Before going to the child, the member of staff will ensure that they are not putting themselves in any danger and may call or shout to the child in order to gain a response and to reassure them. Meanwhile, the other members of staff present will take all of the other children away from the area.

The first aider will then proceed to treat the child and injury, following their training.

- The setting's first priority must be to ensure the safety of all present and to give necessary first aid attention.
- Parents/carers must be contacted as soon as possible.

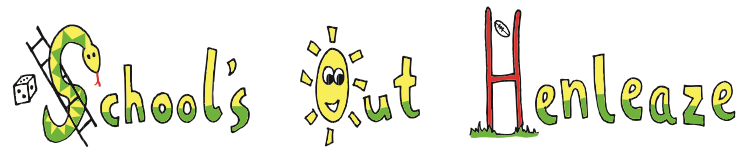
- Should a child require hospital treatment, we will take urgency, severity, likely traffic conditions etc. into account before making the decision to call either a parent or ambulance. In many cases, if the child is able to move/be moved, a parent/guardian will be able to transport their child to hospital faster than waiting for an ambulance.
- Should an ambulance be called, we should be ready to give:
 - The name of the person calling.
 - The address of the setting.
 - Name of the person who needs the ambulance
 - Reason for calling the ambulance, including any deterioration in the person's condition.
- Staff should not use their own transport unless their insurance policy specifically permits this and there is another member of staff available to accompany them.
- Any Care Plans or Child Medication Forms (if the child has them) must accompany the child to the hospital unless the parents/carers go with them.
- If necessary, a playworker will go with the child in the ambulance and stay with them until the parent/carer arrives, unless the parent/carer arrives before the ambulance. The setting will make sure information about which hospital the child is being taken to is shared with other staff.
- The setting will record all serious accidents in both the Accident and Incident Book.
- The setting will notify Ofsted of any serious accidents or injuries as soon as possible and within 14 days of the incident. We will keep clear records of the original incident and all actions taken.
- The setting will, where appropriate, immediately report fatal or serious injuries by telephone to Ofsted and the Health and Safety Executive; RIDDOR followed up by an accident report form and to the local child protection agency. The setting will also inform the Manager and Chair of the Management Committee as soon as possible.
- Accidents at work must be reported to Bristol City Councils Health and Safety team if they result in death, major injury or employees being off work for more than 3 days, or a member of the public being taken to hospital.
- The setting will ensure that the appropriate level of insurance and risk cover is in place which covers both children and adults



- The setting will complete any reporting paperwork as required by the setting's insurance company.
- The setting will record and report dangerous occurrences in the same way as fatal or serious injuries, and outline in the incident book what steps they will take to avoid a recurrence.
- In the event of a fatal or serious injury the setting will not move anything at the scene until an examination has been carried out unless it is essential to do so in order to help the injured or prevent further injury.

Please refer to <http://www.nhs.uk/conditions/accidents-and-first-aid/pages/introduction.aspx> for further information on dealing with varied first aid occurrences.

*Please refer to Ofsted's 'Early Years Compliance handbook' (Ref; 150071) Page 20-21 for further information on serious injuries and what is reportable to Ofsted
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596057/Early_years_compliance_handbook.pdf



Appendix

RIDDOR 2013

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Further details on what you need to report can be found at <http://www.hse.gov.uk/riddor/index.htm>

It is preferred that reporting is completed online. There is also a service provided for reporting fatal and specified injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm).

Report online at <http://www.hse.gov.uk/riddor/report.htm>

Bristol Child Protection Agency for Serious Accident Reporting:

Use the "Making a referral form" to notify First Response of serious injuries, diseases and dangerous occurrences suffered by children at the setting. Although the form isn't designed for reporting such incidents, First Response advise that settings must use the form and make their information fit as best they can.

- <https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response>
- First Response: 0117 903 6444

Reporting Notifiable Diseases

If an adult or child at the setting has a notifiable disease (see link below) the setting will contact the local Health Protection Team (HPT) to (a) to report the incident and (b) to obtain support about infection control.

Local Health Protection Team

PHE Avon Gloucestershire and Wiltshire Health Protection Team
2 Rivergate,
Redcliffe
Bristol BS1 6EH

Tel: 0300 303 8162 Option 1, then Option 2

Current List of Notifiable Diseases

<https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report#list-of-notifiable-diseases>

Ofsted

We will notify Ofsted of any serious accidents or injuries as soon as possible and within 14 days of the incident. This needs to be done online:

<https://www.gov.uk/guidance/report-a-serious-childcare-incident>

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