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 recognises its duty to have in place first aid for all children, families, visitors and staff. To do this, we will carry out a first aid assessment to consider the number of children, staff and layout of the premises to ensure the sufficient provision of first aid. When carrying out the assessment we will consider any hazards and risks, the size of the setting, the availability of first aiders to ensure that cover is always available, first aid kits and staff training.

Training

We will identify and select a competent training provider to deliver paediatric first aid (PFA) training. This will be one that is a member of a Trade Body with an approval and monitoring scheme, the Voluntary Aid Societies and those who are accredited by an Ofqual Awarding Organisation to provide nationally regulated first aid qualifications. During induction, staff members will be given details regarding the settings first aid arrangements, including this policy, and the details of first aiders. First aid information will be shared with visitors to the setting as appropriate.

First Aiders

First aiders are trained and qualified to carry out the role and are responsible for taking charge in responding to incidents and providing appropriate first aid treatment and advice.

Only first aid qualified staff are allowed to administer first aid and give first aid advice. A full 12-hour paediatric first aid course is necessary for registered childcare provisions and their staff. This needs to be renewed every 3 years and will be identified for staff members where appropriate.

There will be a minimum of one person who has a current PFA certificate on the premises and available at all times when children are present and accompanying children on outings. 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.

We will display a list of qualified first aiders in key locations on the premises.

The EYFS requires that at least one person who has a current paediatric first aid certificate should be on the premises and available at all times when children are present and should accompany children on outings. The certificate must be for a full course consistent with the criteria set out in annex A in the EYFS. Paediatric first aid training must be renewed every 3 years and should be relevant for workers caring for young children and where relevant, babies. Employers should take into account, via their first aid needs assessment, the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

Safer Eating

When children are eating, there will always be a person who has a current PFA certificate in the room with them.

All staff will be made aware of the signs of choking: https://www.sja.org.uk/first-aid-advice/child-choking/. As choking can be completely silent, staff will be alert to signs that a child might be starting to choke.

Where possible, staff will sit facing children whilst they eat, so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions.

When a child experiences a choking incident that requires intervention, staff will record details on an accident form and share with parent/carers. The records will be reviewed periodically to identify if there are trends or common features of incidents that could be addressed to reduce the risk of choking and appropriate action will be taken.

Playworkers' Responsibilities

- To be aware of the setting's first aid arrangements and procedures and to act in accordance with these.

- 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.

- To complete accident/incident reports for all accidents/incidents attended to.

- To act in loco parentis during the time that the setting is open for children.

Accident Forms

For all injuries (whether involving the children, staff or visitors) an accident form will be filled in at the first possible opportunity by the member of staff who witnessed the injury or who was closest at the time it occurred. In the case of any accident or injury involving a child, the form will be signed by the parent/carer who collects the child. Near misses will also be recorded.

Blank accident forms are kept in the admin cupboard and should be completed for accidents involving anyone on site.

Accident forms for all eventualities, including children and staff, are then stored confidentially, in date and order.

Parents and carers will be informed when a child has sustained a head injury. Dependent on the severity of the head injury, a decision will be made regarding if the child is too unwell to remain at the setting. The parent or carer will receive a head injury letter with advice on when to seek medical help.

First Aid Box

First aid kit(s) are located in the admin cupboard. A member of staff will be given the responsibility to check all first aid kits are appropriately stocked and other staff members should report any issues to them. There will be a checklist inside the first aid kit to record when the kit was last checked and by whom. A first aid kit will be available during trips and outings and will be assessed to determine if any additional items may be necessary for specialised activities.

As a guide, we will check the HSE website for an up-to date list of recommended first aid contents. Our first aid assessment will help to determine what items our first aid kit(s) might contain. Items will be discarded safely after the expiry date has passed. We will ensure that disposable plastic gloves are available in the first aid kit.

The person responsible for first aid kits in our setting is the Manager.

Blood and Body Fluids

Blood and body fluids (e.g. feces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. We are aware that it is therefore vital to protect everyone from the risk of cross infection. In order to minimize the risk of transmission of

infection, both staff and children should practice good personal hygiene and personal protective equipment (PPE) will be available for staff to wear when dealing with blood and body fluids. Staff will be made aware of the procedure for dealing with blood and body fluids, such as using a body fluid disposal kit when cleaning body spillages and how to dispose of blood and body fluids safely.

If a staff member of child has a human or animal bite which has broken the skin, we will advise that they seek medical attention due to the risk of infection. https://www.nhs.uk/conditions/animal-and-human-bites/.

Sanitary Provision

Period products, such as pads and tampons, should be available for those who need them, when they need them. We will have onsite emergency period supplies as appropriate for the age range we care for. These will be stored in the first aid kit.

Staff will be aware of those who may start their periods during their time at the setting and will deal with this in a sensitive and appropriate way. If this is their first period, a sanitary towel, not tampon, will be given.

Change of Clothes

We will have a range of appropriate spare clothes, for different ages, stored in the spare clothes box. Wherever possible (dependent on the age and stage of a child), children will be encouraged to be independent in their self-care and change themselves. We will take care to respect the child's privacy and dignity. Disposable gloves will be worn when assisting a child. These will be disposed of in a plastic bag and taken to an outside bin. Soiled clothes will be placed into a plastic bag ready for the parent/carer to collect.

Offensive Waste Disposal

'Offensive waste' is non-clinical waste that's non-infectious and does not contain pharmaceutical or chemical substances, but may be unpleasant to anyone who comes into contact with it.
Hygiene waste and sanitary protection, like nappies, are classed as 'Municipal offensive waste'. We will follow Government guidelines for the disposal of this. These state:

- If you've produced more than 7kg of municipal offensive waste, or have more than one bag in a collection period, you must segregate it from any mixed municipal waste.
- If you've produced less, you can dispose of your municipal offensive waste in your mixed municipal waste ('black bag')

https://www.gov.uk/how-to-classify-different-types-of-waste/healthcare-and-related-wastes

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.

Allergies

Staff will be aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time, especially during the introduction of solid foods.

Staff will be aware of children who have allergies and who may have an Allergy Action Plan in place. Staff will respond as outlined in the child's plan to any emergencies.

Trips and Outings

There will always be at least one first aider on trips and outings. In addition, risk assessments will be completed and staff will ensure that the following is available:

- A mobile phone.
- First aid kit.
- Children's individual prescribed medication and any relevant information.
- Parent and carer contact details.

Please refer to the settings Offsite Policy.

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, in line with their training.

- The priority will be to ensure the safety of all present and to give necessary first aid attention.
- Parents and carers will be contacted as soon as possible.
- An ambulance will be called for anyone requiring hospital treatment. Staff will be ready to give the following information:

    - 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 will not use their own transport unless their insurance policy specifically permits this and there is another member of staff available to accompany them.
- The child's Registration Form and any Healthcare Plans or Medication Forms will accompany the child to the hospital, unless the parent/carer goes with them.
- If necessary, a practitioner 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. We will make sure information about which hospital the child is being taken to is shared with other staff.
- In the event of a fatal or serious injury, we 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.

We will follow advice from the NHS for dealing with different injuries: http://www.nhs.uk/conditions/accidents-and-first-aid/pages/introduction.aspx

Recording and Reporting

We will record all accidents, injuries and dangerous occurrences on the appropriate Accident and/or Incident Form. We will identify and record what action we will take to avoid a recurrence and will update risk assessments as necessary.

The Registered Person/Chair of the Management Committee will be contacted as soon as possible of any death or serious accident or injury suffered by any children, staff or other adults.

We will notify Ofsted of any serious accident, illness, injury to or death of any child while in our care and of the action taken. We will do this within 14 days of the incident: https://www.gov.uk/guidance/report-a-serious-childcare-incident

The UK Health Security Agency for the South West will be notified of any outbreaks or incidents, in line with our Children's Sickness Policy: https://publichealth.severndeanery.nhs.uk/about-us/training-locations/show/uk-health-security-agency-south-west-lib

Employees and Members of the Public

As an employer, we have specific statutory responsibilities to record and report all work-related injuries, deaths, dangerous occurrences and occupational diseases involving employees and adults to RIDDOR/HSE without delay. The record we make will include the date and method of reporting, the date, time and place of event, the personal details of those involved and a brief description of the nature of the event or disease.

To report to Riddor, we will use the appropriate on line form on the website, which can be found at: http://www.hse.gov.uk/riddor/report.htm

To report fatal/specified, and major incidents only T: 0345 300 9923

Accidents that 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, will be reported to Bristol City Council Health and Safety team: https://www.bristol.gov.uk/business/health-and-safety

Insurance

We will ensure that the appropriate level of insurance and risk cover is in place and covers both children and adults. We will complete any reporting paperwork as required by our insurance company.

Monitoring and Reviewing

Accident and incident forms will be regularly reviewed by the manager to check for anything of concern. This may lead to enquiries about the appropriate supervision, organisation or use of materials at the site where the accident happened to help prevent further accidents occurring. This may then lead to a review of risk assessments. The manager will ensure that an appropriate number of staff are first aid trained and that first

aiders keep their training up to date and remain competent to perform the role. The manager will ensure that all staff are aware of the setting's first aid arrangements and will report specified incidents when necessary.

Appendix

RIDDOR 2013

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Reporting to RIDDOR should be used in the following circumstances:

Reporting to RIDDOR should be completed online at:
http://www.hse.gov.uk/riddor/report.htm

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).

Further details on what you need to report to RIDDOR can be found at:
http://www.hse.gov.uk/riddor/index.htm

Training Providers

Providers are responsible for identifying and selecting a competent training provider to deliver their PFA training. There are a range of Training Providers who offer Paediatric First Aid training, however you may want to consider one of the following: one that is a member of a Trade Body with an approval and monitoring scheme, the Voluntary Aid Societies and those who are accredited by an Ofqual Awarding Organisation to provide nationally regulated first aid qualifications. It may also be helpful to refer to HSE's guidance about choosing a first aid training provider, which can be found at: www.hse.gov.uk/pubns/geis3.htm

Further Information

Bristol City Council Health and Safety Team
Bristol City Council
Health and Safety (City Hall)
P.O Box 3399
Bristol
BS1 9NE
Tel: 0117 922 2500
https://www.bristol.gov.uk/business/health-and-safety
Email: health.safety@bristol.gov.uk
UK Health Security Agency South West Centre

2 Rivergate, Temple Quay,
Bristol,
BS1 6EH
Email: swhpt@ukhsa.gov.uk
Phone: 0300 303 8162 (option 1 then option 1)
https://publichealth.severndeanery.nhs.uk/about-us/training-locations/show/uk-health-security-agency-south-west-lib

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

First aid in schools, early years and further education:
https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education