

Health, Illness and Emergency

First Aid

- Basic First Aid training is available to all staff.
- The director makes sure that the First Aid Kit is fully equipped and available to staff.
- Children must not have access to the First Aid Kit or medicine cabinet.
- The most qualified First Aider present at the time of an accident takes charge of any incident.
- Those currently trained in first aid are

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All accidents where a child is in pain or first aid was administered must be recorded in the accident book and signed by the member of staff who dealt with the incident. The child involved should also sign their name and the parent/carer must be informed either when they come to collect their child or by phone if their child goes home alone.

First Aid Kits are kept in the cupboard in the kitchenette in the Library or in The Nest group room. A first aid kit is kept in the Hall when the children are out playing on the playground. First aid kits are taken on outings.

All those who hold a first aid certificate are responsible for checking the correct contents of First Aid boxes and administering basic First Aid when necessary and appropriate. The Director is responsible for maintaining the available first aid equipment.

The Director will be responsible for enabling members of staff to receive adequate training and ensuring that there is a fully trained First Aider available at all times during sessions at the club. If ever there is an accident and someone requires first aid it is advisable that the member of staff present with the most recent or more advanced training administers first aid whilst other members of staff see to the remaining children.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health & Safety (First Aid) Regulations 1981.

The box should contain:

- A card or leaflet giving general guidance
- Sterile triangular bandages
- Adhesive plasters
- A sterile eye pad with attachment
- Cotton Wool
- Crepe bandages
- A sterile gauze

- Micropore tape
- Sterile covering for serious wounds
- Individually wrapped assorted dressings
- Waterproof disposable gloves
- A disposable bag for soiled material

A First Aid kit will be taken on all off site visits or outings. This is the responsibility of the designated First Aiders.

In the event of a major accident, incident or illness

Parents/carers of children at Firm Foundations for Children and Adolescents CIC sign a form enabling the staff to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at Firm Foundations for Children and Adolescents CIC if their delay would endanger the child.

In the event of such an occurrence, the following procedures will apply:

- In the first instance, a First Aider will be notified and take responsibility for deciding upon the appropriate action.
- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital taking the permission form with them so that, if necessary they can consent to medical treatment being given.
- If the child does not need to go straight to hospital, but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and kept under close supervision.
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by Firm Foundations for Children and Adolescents CIC and its staff, these shall be recorded in the accident book. A note cross referencing the event should also be made in the incident file with an acknowledgement by parents/carers of the incident and any action taken by staff. The relevant agencies will be informed, according to RIDDOR (1995) current guidelines: the Health and Safety Executive, the local health protection unit, and Ofsted, if applicable.

In the event of a minor accident, incident or illness

- In the first instance, a First Aider will be notified and take responsibility on deciding upon any appropriate action.
- If the child does not need hospital treatment and is judged to be able to remain safely at the Club, the First Aider will remove the child from the activities and, if appropriate,

treat the injury/illness themselves. Administration of first aid must be recorded in the accident book and signed by the child.

- If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
- At the end of the session, the First Aider will fully inform the parent/carer of the incident and any treatments given.
- If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible.
- All such accidents and incidents will be recorded in detail in the accident book, if they are considered serious or the result of inappropriate behaviour by a child or children then a record should also be made in the incident file.

Medication

Staff are not allowed to administer any 'over the counter' medicine unless it is prescribed. Prescribed medicine must be dealt with in the following way:

- Parents/carers must inform you that their child is on medication and complete an 'administration of medication' form otherwise we are unable to administer any medicine.
- Ensure the medicine corresponds with the form and you understand the dosage. There is a lockable cupboard in the medical room for storing medicine. When you give a child their medicine make sure another member of staff witnesses it, both must sign the 'Medication Record Book'.
- Parents must also sign the 'Medication Record Book' to acknowledge that the medicine has been given.
- If a child arrives with medicine you have not been told about inform the Director and she will phone the parents/carers and explain the situation. If it essential the child takes the medicine then they shall have to give their permission over the 'phone and then fill out an 'administration of medication form'.
- Staff have the right to decline such a request from a parent/carer if they are anyway uncomfortable with this. Firm Foundations for Children and Adolescents CIC does not allow staff to administer medication which requires technical knowledge or training.

Where children carry their own medication (asthma pumps or insulin for example), Firm Foundations for Children and Adolescents CIC recommends that staff hold on to the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name.

Sun Protection

The Director and staff understand the dangers posed to children and themselves by over exposure to the sun.

- Encourage children to wear sun cream
- Sun cream provided in the first aid box
- Children must apply it themselves unless unable and permission is given
- Encourage children to drink lots of water in hot weather,

Closing the centre in an emergency

In very exceptional circumstances, Firm Foundations for Children and Adolescents CIC may need to be closed at very short notice due to an unexpected emergency.

In such circumstances, the manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble on the green or another pre-arranged venue, checking the register on arrival.

Parents/carers will then be informed and any necessary actions in relation to the cause of closure taken. All children will be supervised until they are safely collected.

The Health, Illness and Emergency Policy shall be reviewed annually. It may be necessary for further reviews if the policy is ever brought into question either by an individual or a particular incident.