

## 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

Out There Early Years will ensure that:

- Only First Aid qualified staff are allowed to administer First Aid and give First Aid advice. *<NB: A 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 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: Settings should 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.
- 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 in the Out There Staff folder.

### Practitioners' responsibilities are:

- 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 that a First Aid box is provided and stocked with appropriate items and to refer any issues to **Jenny Brough whose responsibility it is to see that all first aid kits remain appropriately stocked.**
- To always take the first aid box, travel first aid pack and accident book on all trips.
- In cases of injury, the Practitioner's responsibility ends when the patient is handed over to the medical care or the parent/carer.

### **Accident forms**

For all injuries (whether involving the children, staff or visitors) an accident form must 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 an injury involving a child, the form must be signed by the parent/carer who collects the child. Near misses must also be recorded. *(A near miss is an event or situation that could have, but didn't result in injury, damage or loss).* Blank accident forms are kept in the Out There Early Years Pro forma Folder 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 order, in the Out There Folder.

Accident forms will trigger the Leader 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 boxes**

A First Aid box is located on the reception desk/counter.

Out There out of School club will have a checklist inside the First Aid box for when the box was last checked and by whom.

*See 'First Aid box contents' for a suggested contents list.*

Out There out of School Club will ensure that disposable plastic gloves are available in the first aid box, along with plastic bags for the disposal of soiled dressings

### **Toileting and 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 change into their own clothes
- The setting 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
- Dirty 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**

Offensive/hygiene waste (previously known as 'sanpro' or human hygiene waste) is not 'clinical waste' or 'hazardous' under environmental legislation if it:

- Is considered non-infectious; does not require specialist treatment or disposal.

Offensive hygiene 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;

Please see <http://www.hse.gov.uk/pubns/waste22.pdf> for further information.

### **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 for further information on disposal and collection of clinical waste

### **Serious accident and emergency procedure**

In the event of a child sustaining an injury, 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.
- An ambulance should be called for anyone requiring hospital treatment. Settings 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.
- The Child Information Form and Child Medication form (if the child has one) must accompany the child to the hospital unless the parents/carers go 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. 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. Ask if this incident is also reportable to your local child protection agency and if so report to the incident as required (First Response). We will keep clear records of the original incident and all actions taken.
- The setting will immediately report fatal or major injuries by telephone to Ofsted and the Health and Safety Executive; RIDDOR followed up by an accident report form. Also to the local child protection agency. The setting will also inform the Manager/Chair of the Management Committee as soon as possible.
- The setting will record and report dangerous occurrences in the same way as fatal or major 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.**

<b>This policy was adopted by:</b> Out There Early Years	<b>Date:</b> May 2017
<b>To be reviewed:</b> May 2018	<b>Signed:</b> <b>Jenny Brough</b>

Appendix:

Riddor 95

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>

See <http://www.hse.gov.uk/pubns/misc769.pdf> for a poster detailing contact information and further details.

It is preferred that reporting is completed online. However, incidents can be reported via telephone and 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 8.30 am to 5 pm).

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

**Bristol Child Protection Agency for Serious Accident Reporting:**

- First Response: 0117 903 6444.

**Ofsted:**

- We will notify Ofsted of any serious accidents or injuries as soon as possible and within 14 days of the incident. 0300 1231231