

## **General First Aid**

### **First Aid, Serious Accident and Emergency, Riddor**

#### **First Aid**

At least one member of staff on the premises at any one time must have an up to date First Aid qualification that is relevant for working with children e.g. 12 hour Paediatric First Aid.

- Only First Aid qualified staff are allowed to administer First Aid and give First Aid advice. A 12-hour Pediatric First Aid course is necessary for registered childcare provision. This needs to be renewed every 3 years.
- All staff at the setting act in loco parentis during the time that the setting is open for children.
- A First Aid box is located in the Staff Room during term time and in the n/a during holiday time.
- Names of qualified First Aid staff are displayed on the noticeboard.
- Specific First Aid training will be provided to staff members where appropriate.

#### **Staff responsibilities**

- To be aware of the settings' 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 designated items ONLY. It is the responsibility of the senior member of staff to ensure that this remains appropriately stocked.

- In cases of injury, responsibility of the staff ends when the patient is handed over to medical care or the parent / carer.
- The first aid box and accident book will be taken on all trips.

## **Accidents**

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 the 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.

Accident forms are then kept in date order in the file.

Staff will ensure that any hazard which caused the accident is either made safe or put out of bounds to children until the hazard has been made safe.

## **First Aid boxes**

A first aid box will be kept in the designated cupboard. The box will be stocked and items replaced as required. See list inside lid of box.

## **Accidents involving external bleeding**

- First Aiders should wear disposable gloves, and wash their hands afterwards.
- When bleeding has stopped, blood should be washed off surrounding skin with plenty of water without disturbing the wound.
- Splashes of blood into the eyes or mouth of another person should be washed out immediately with plenty of water.
- Contaminated surfaces should be washed thoroughly – 1 part disinfectant to 10 parts water; staff must wear disposable gloves.
- In the case of small cuts, whenever feasible, the person should wash the affected area themselves with water and cover the wound with the dressing provided.

## **Sanitary provision**

- The setting will have onsite emergency sanitary supplies, these will be stored near to the first aid box.
- The staff team need to be aware that girls may start their periods during setting time and need to deal with this in a sensitive and appropriate way.
- If this is a girl's first period, give her a towel from the first aid box, not tampons. Allow her to tell you what she knows. If she does not know the reason for her bleeding then reassure her about what is happening.

## **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
- 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 the gloves 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.

Tell parents and carers 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

## **Serious accident and emergency procedure**

- Your 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.
- Emergency services (999 or 112 if mobile phone is used) should be called for anyone requiring hospital treatment. Be ready to give:
- Your name.
- The address of the setting.
- Name of the person who needs the ambulance
- Reason for calling the ambulance, including any deterioration in the injured 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.
- Find the Child Registration Form and Child Medication form (if the child has one). Send these to the hospital unless the parents/carers are accompanying the child.
- If necessary go in the ambulance with child and stay with them until the parent/carer arrives, unless the parent/carer arrives before the ambulance. Make sure you know which hospital the child is being taken to.
- You must record all serious accidents in both the Accident and Incident book.
- You must immediately report fatal or serious injuries by telephone to Ofsted and the Health and Safety Executive, followed up by an accident report form. You must also inform the Chair of the Management Committee as soon as possible.
- You must record and report dangerous occurrences in the same way as fatal or major injuries, and outline in the Incident Book what steps will be taken to avoid a recurrence.
- In the event of a fatal or serious injury you must not move anything at the site until an examination has been carried out unless it is essential to do so in order to help the injured or prevent further injury.
- You must inform safety representatives of injuries and dangerous occurrences.

## **Riddor 95**

Riddor 95 means the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, which came into force on April 1<sup>st</sup> 1996. You need to report a death, major injuries; accidents resulting in an injury which results in the injured person being away from work or unable to do their full range of their normal duties for more than three days, diseases, dangerous occurrences, gas incidents. For a full list of what you must report please refer to the Riddor website on [www.riddor.gov.uk](http://www.riddor.gov.uk)

You must keep a record, which includes the date and method of reporting, the date, time and place of event, the personal details of

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those involved and a brief description of the nature of the event of disease. Records can be paper records or kept on a computer.

You can notify the enforcing authorities by telephoning Riddor on 0845 300 99 23 and Ofsted on 0845 6404040.