First Aid Policy and Procedure

Statement

Epsom Children’s Centre understands that first aid can save lives and prevent minor injuries becoming major ones. The Centre, therefore, has a duty to ensure that there are adequate and appropriate equipment, facilities and trained staff that can provide first aid on site for staff, family and visitors.

Aim/purpose

Epsom Children’s Centre will:

- Make adequate provision for first aid
- Assess the needs based on a number of factors; this will depend on the number of staff, site hazards and activities
- Determine the number of trained personnel required
- Identify any specific hazards needing specialised training
- Ensure all staff training is up to date

Scope

This policy applies to everyone at the Centre, including staff, volunteers, families and visitors. ‘Staff’ includes those employed by the Centre as well as those from other agencies who provide services at the Centre as part of the multi-agency framework. This also applies to staff from the statutory and non-statutory childcare sector; the latter includes private, voluntary and independent groups.

Legal context

This policy is covered by:

- First Aid Regulations 1981
- The Childcare Act 2006

Mandatory systems and procedures

The Children’s Centre Manager will:

- Be responsible for all the Health and Safety requirements of the Centre; this includes the provision of First Aid resources, training and equipment
- Ensure the outcomes of any health and safety assessment are implemented
Ensure there is suitable First Aid cover at all times; at least one trained staff member at any time

**Types of suitable training**

**Registered Paediatric First Aiders (who hold a current 12 hr Paediatric First Aid Certificate)**

To act safely, promptly and effectively when an emergency occurs at work

**Emergency First Aiders (Who have attended a one-day course)**

To give first aid as far as they have been trained and maintain simple and factual records.

- Ensure that Registered First Aiders attend refresher courses as detailed and consider the need for Emergency First Aiders and Appointed Persons to attend refresher courses based on risk assessments
- Ensure there are adequate and appropriate signs so that staff are aware of who and where first aiders and equipment are sited
- Ensure that staff report to use of equipment from the First Aid boxes to the Centre Manager, and that First Aid boxes are periodically inspected so that expired items are thrown out
- Provide information to staff on First Aid arrangements
- Ensure that for all outreach activities or trips/activities happening off-site that there is always adequate provision for first aid

**Implementation, methods**

The Children’s Centre Leader will:

- Ensure that suitable staff are selected to undertake First Aid duties
- Arrange and keep records of suitable training for first aid staff
- Include health and safety as a standard item on all team meeting agendas
- Brief staff from other agencies who use the centre on all aspects of first aid, including the Centre’s nominated/trained staff, facilities and equipment
- Undertake an annual Health and Safety risk assessment, or more frequently if significant changes are made to the Centre

**Location of First Aid Boxes**

There are two first aid boxes kept on the premises. One in the cupboard in reception area, above the microwave. The other is in the top cupboard in the Purple Room. These are checked regularly and replenished as required. There is a first aid box on the van which is taken to other venues. We have small kits used on trips away from the Centre.

**Accidents**

All accidents are recorded in the accident book which is kept in the Purple Room cupboard with the First Aid box. In the event of an accident, parents will be asked to read and sign the accident book to confirm they agree with the description and treatment of the accident.

In the Children’s Centre, children are accompanied by their parent or carer at all times except for in crèche. In the event of an accident, parental permission will always be sought prior to administering any treatment.

The Centre Manager will review the accident book termly and report all accidents and treatment given to the CFCC. Where incidents have occurred on more than one occasion or
involves a particular activity or area the updated risk assessment will also be shared with Committee members. The risk assessment will detail the steps taken to reduce the risk of further occurrences.

**Major accidents**

If it is considered necessary to call emergency services, this will be with consent from parents. This will be reported immediately to the Head Teacher and Ofsted. A RIDDOR report may be required according to the injury sustained. Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for further information.

*All incidents can be reported online but a telephone service is also 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).*

Accidents involving contacting emergency services will also be reported to our insurance company. A full investigation will be carried out by the Centre Manager with evidence collected from all those present at the time.

**Monitoring and reviewing**

The Children's Centre Manager will update and review this policy and procedure in line with any emerging and relevant government legislation or County Council guidance.