



Little Disciples Out of School Club

Administering First Aid Policy & Procedure

This Policy relates to Little Disciples Out of School Club

FIRST AID POLICY

The Policy follows the guidance provided in the DFE 2014 document "Guidance on First Aid in Schools"

Policy Statement

- Little Disciples Out of School Club undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practise by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.
- Responsibility for first aid at Little Disciples Out of School Club is held by the Club Manager - Sam Gocher
- The assessment of first aid needs is carried out in line with the 2014 DFE recommendations
- All staff have a statutory obligation to follow and co-operate with the requirements of this policy.
- An "Appointed Person" will be clearly identified in Little Disciples Out of School Club
- Where permissions and requirements are met for children, pain relief as appropriate should be considered. See Medical Policy for more details.
- Gloves should always be worn when treating a casualty

Aims and Objectives

Our first aid policy requirements are achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our school.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.

- Ensuring the above provisions are clear and shared with all who may require them

The club manager will ensure that appropriate numbers of appointed persons, first aid trained staff, emergency first aiders qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

The "Appointed Person"

- Takes charge when someone is injured or becomes ill;
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- Appointed Persons are not necessarily First Aiders and should not provide any first aid for which they have not been trained.
- Communicates closely with senior members of staff during any incident

The appointed person at Little Disciples Out of School Club is Mr Sam Gocher (Club Manager)

First Aid - Sequence of events

In the event of an accident the first aider/appointed person takes charge of the first aid emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person will always call an ambulance on the following occasions:

- In the event of an injury that is suspected could be serious
- In the event of any significant head injury (large swelling or significant deep cut to head)
- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected
- Where a person's breathing is compromised

Please note the use of minor injuries in Paignton Hospital for any injury that causes concern but does not require an ambulance. EG a bump to the head with a lump but no loss of consciousness.

Notification of Parents/Carers

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. Text messages should be used as a back up to phone calls.

In the event that parents cannot be contacted and a message has been left the policy will be to continue to attempt to make contact with the parents every half hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required)

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Record Keeping

All accidents requiring treatment are recorded with the following information.

- Name of injured person
- Name of qualified/emergency/school first aider or appointed person
- Date of accident
- Type of accident (eg. bump to head etc)
- Treatment provided and action taken

More serious accidents include all incidents where the casualty attended hospital and any meeting the criteria below:

- In the event of any significant head injury eg swelling or bump
- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected
- Any cut that requires stitches, gluing or professional medical attention

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information (Dial 9 for an outside line)

1. Your telephone number (School number is 0122 550838)
2. Give your location as follows:
St John the Baptist, Chester road, penymynydd, Flintshire
3. State that the postcode is *CH4 0EN*
4. Give exact location in the school
5. Give your name
6. Give name of casualty and a brief description of symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to casualty

This policy was adopted by: Little Disciples OSC	Date: April 2016
To be reviewed: January 2017	Signed: <i>(Club Manager)</i>