

First Aid

In Holy Trinity After School Club we recognise our duty of care and legal requirement for first aid provision in our facility and understand that we must ensure adequate arrangements are provided for dealing with emergency situations that require first aid. We will achieve this by:

- Ensuring that there is a fully trained First Aider available at all times.
- The First Aid box is easily accessible to adults and is kept out of the reach of children.
- No un-prescribed medication is given to children, parents or staff.
- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing trained staff to administer first aid. Staff will examine and treat a child as appropriate and where necessary call emergency services if a medical emergency were to occur. Parents will be kept fully informed.
- 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.
- A First Aid box will be taken on all off site visits or outings.
- In the case of an individual with a personal care plan his/her individual agreed procedure will be carried out.

Medical Emergency

In the case of a child, parent, staff member or visitor having a significant injury, becoming unconscious, or needing medical attention we will:

- Not move the child/adult except where they may be in danger if not moved.
- Make them as comfortable as possible, using rugs or blanket to keep warm.
- Put into the recovery position if applicable.

We will assess the patient. If it is felt that immediate medical attention is required, we will:

- Call 999 and request an ambulance giving as much detail as possible about the injured child/adult.
- If the injured person is a child, we will let their parent/carer know and arrange for them to meet us at the hospital.
- The Manager or Deputy Manager must also be notified.

If a child has to go to the hospital without a parent/carer, a member of staff will accompany the child.

All accidents and incidents will be recorded and stored in the Accident/Incident File. A parent/carer must sign and keep a record of an accident or incident for a child.

Following a First Aid incident an investigation will take place to see if similar incidents could be prevented in the future. This will be continuously monitored and reviewed.