

D.P.S

Out of School Club

**First Aid
Policy**

FIRST AID POLICY

PRINCIPLE

Dungannon Primary School Out of School Club is committed to safeguarding and promoting children's welfare. We endeavour to provide children with a safe environment in which to play and develop.

POLICY STATEMENT OF INTENT

The First Aid procedure is in place to ensure that staff are aware of the procedures in the event of an illness, accident or injury to ensure those involved receive the best possible care.

PROCEDURES

FIRST AID

- At least one member of staff will have up-to-date first aid which is renewed every three years.
- All members of staff will be encouraged to complete first aid training.
- First Aiders and certificates are clearly displayed.
- First aid box complies with the Health and Safety (First Aid) Regulations (NI) 1982.
- First Aid box is located within the main play room. It is checked regularly and replenished as necessary. It contains the following
 1. A leaflet giving general guidance on first aid.
 2. Hypo-allergenic plasters (blue plasters are located in the kitchen first aid box)
 3. Sterile eye pads
 4. Sterile wound dressings
 5. Gauze and tape
 6. Safety pins
 7. Triangular bandages
 8. Scissors
 9. Salt and saline solution
 10. Thermometer
 11. Disposable gloves
- First Aid box is easily accessible and out of reach of children.
- Permission is sought from parents to allow trained staff to carry out necessary first aid procedures.
- Accident report forms will be completed as soon as the situation is dealt with and parental / guardian signature will be required.

Covid-19

To help prevent the spread of Covid-19 all staff members will wear PPE when dealing with first aid treatment.

In the event of a minor injury (one that does not require a doctor or hospital treatment)

- A trained first aider will administer care.
- An entry will be made on a personal accident form
- The accident form will be read and signed by the parent or guardian.

In the event of a serious / major accident (one that does require emergency medical assistance)

- Make the situation safe
- A trained first aider will administer care
- Phone for an ambulance providing detail of injury, location, the child's name
- inform the parent
- If parent / guardian is not available the leader or deputy will accompany the child to hospital.
- A written accident report will be recorded and signed by parent once appropriate.
- All serious accidents will be reported to the relevant agencies.

ACCIDENTS, PREVENTION, REPORTING & RECORDING

- Children are encouraged to play safely
- Inappropriate / dangerous play will be discouraged
- Daily check lists of play areas will be carried out to minimise / remove hazards that may cause injury.
- All accidents will be dealt with immediately and parents will be informed of the details as soon as needed.
- Accident report forms will detail what happened, location, date, time and action taken. All forms will be signed by a staff member who witnessed what happened (if possible) and parent.
- We aim to reduce the risks of accidents by carrying out risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises, equipment and resources are regularly checked and used properly.
- Staff and children are aware of hazards i.e., putting the toys away tidily. Staff and children are encouraged to identify and report hazards and risks.
- All accidents / incidents will be reviewed to see if anything can be done to prevent the accident / incident from happening again.

Links with other policies:

- Accident / Incident Policy
- Managing Records Policy
- Healthy and Safety Policy
- Safeguarding and Child Protection Policy
- Managing the Risks Associated with the Individual Service User Policy

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

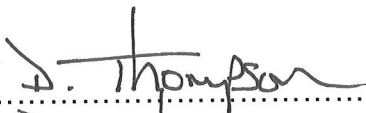
This policy was adopted by DPS Out of School Club management team.

Signed: 
(on behalf of the management team)

Position:

Date:

Reviewed on:

Date: Feb 2020 Signed: 

Date: AUG 2020 Signed: 

Date: Signed: