

FIRST AID POLICY

Oak Meadow & Strawberry Meadow Children's Centre

Name of Centre	Oak Meadow & Strawberry Meadow Children's Centre (OMCC & SMCC)
Date of Policy Issue/Review	Issued 31.3.10, Reviewed 25.2.11, next review 25.2.12
Name of Responsible Manager	Debbie Simmons

Policy Statement

OMCC and SMCC Children's Centres will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice 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 OMCC & SMCC Children's Centre is held by the Children's Centre manager who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 - 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
 - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aiders 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.

First Aid Training

The responsible manager will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

Qualified First Aid Staff

At OMCC and SMCC Children's Centre there are qualified first aiders. See Appendix 1 for details.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

The qualified first aider is someone who has been trained and holds a First Aid At Work certificate gained from a 4-day HSE approved course.

Appointed Persons

At OMCC & SMCC Children's Centre there are appointed persons who are as follows:

- *Administration Staff*

Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment and facilities, calling the emergency services when required and taking charge when someone is injured or falls ill during the short-term, unplanned absence of the qualified first aider. There may also be other duties and responsibilities which are identified and delegated to the appointed person (eg. first aid kit inspections).

The appointed person is someone who has attended a 1-day HSE approved course.

CHILDREN'S SERVICES HEALTH & SAFETY

First Aid Provision	
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Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 2 first aid kits in the Centre and 10 in Growing Places.
 - These first aid kits will be situated in the two CC kitchens. Other kits are available within the Growing Places @ Oak Meadow nursery.
- Each outreach venue has its own first aid kit
- 4 travel first aid kits in vehicles – minibus or other vehicles e.g. coach.
 - These travel first aid kits will be located in the outreach venues for SMCC.

It is the responsibility of the qualified first aider/appointed person to check the contents of all first aid kits every 1 month and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the monthly first aid health and safety file.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The Health Room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- bed, running water, first aid kit, , chair

Emergency Arrangements	
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Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/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 is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness

CHILDREN'S SERVICES HEALTH & SAFETY

- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

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.

In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour or more frequently. 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 can not 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.

Records	
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All accidents requiring first aid treatment are to be recorded with (at least) the following information:

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

CHILDREN'S SERVICES HEALTH & SAFETY

APPENDIX 1 - NAMES OF FIRST AIDERS

- *Lara Blake – Emergency First Aid at Work (Expires March 2014)*
- *12hr Paediatric First Aid:*
 - Lucy Porteous (Expires June 2013)*
 - Lyn Meike (Expires July 2013)*
 - Rachel Ralls and Kathryn Cornish (Expires September 2013)*
 - Julie Ann Abbott, Maria Francis and Lorraine Mahy (Expires March 2014)*
- *All Group leaders and administration staff - Basic First Aid (Expires December 2012)*
 - Lara Blake*
 - Kathryn Cornish*
 - Cathy Doust*
 - Annie Heron*
 - Donna Hill*
 - Rachel Knight*
 - Lyn Meikle*
 - Ruth Proost*
 - Clare Quirke*
 - Liane Thorpe*
 - Helen Whyley*
- *Growing Places nursery staff have completed 12hr Paediatric First Aid course*
 - Allison Privett*
 - Claire Smith*
 - David Smith*
 - Jacqui Oldfield*
 - Jayne Grist*
 - Jess Illinworth*
 - Louise Pellett*
 - Mandy Davenport*
 - Mike Osborne*
 - Natalie Malec*
 - Nina Ward*
 - Olivia Gilson*
 - Rhoda Wheeler*
 - Sandra Shirley*
 - Sandy Hull*
 - Susan Woodward*