



First Aid Policy

Growing Patch makes every effort to ensure that all children are safeguarded and well cared for. The children are the centre of our focus in all decision making and arrangements. The setting sees adequate first aid provision as vital in the daily process of caring of children.

The setting keeps records of illnesses, accidents, and injuries together with any first aid treatment, non-prescription medication or treatment given to a child.

New staff are given information on all Growing Patch policies as part of their induction.

Implementation: Practical arrangements:

The first aid boxes are in the main kitchen area of the hall, the milk kitchen, and the main hall (travel first aid for using inside out outside). The contents of the first aid boxes are checked regularly by management. First aid boxes will be restocked immediately when required.

Practical arrangements at the point of need:

Only qualified First Aiders of Growing Patch staff can administer first aid to a child in line with the following procedures:

- Administer first aid as appropriate.
- Call for help if appropriate.
- Call emergency services if required.
- Ensure everyone is safe and the injured party cared for and accompanied.
- Call the parents if appropriate immediately after incident.
- Record the accident/incident.
- Ensure that everyone relevant knows.
- Take any further action as required.
- If no visible signs of injury, staff to recheck child 15-20minutes after accident has occurred in case an injury has become visible.

If an ambulance is required for emergency treatment, a senior member of staff will accompany the child to hospital. The parents will be notified immediately. Staff members should call emergency services as soon as it becomes clear the injury is beyond the settings capability and the health of the child is compromised, if in any doubt refer immediately to a member of the senior staff.

Recording accidents and informing parents:

Members of staff who deal with an accident or injury must record the incident in the accident/incident book including a thorough description of what happened and inform management.

Parents are always contacted if a child suffers anything more than a trivial injury or suffers a head injury or if s/he becomes unwell. Parents are encouraged to contact the setting if they have any concerns relating to their child's health.

Non-Serious Injuries:

Parents will be informed of the accident when the child is collected from the setting at the end of their session.

The records are reviewed regularly by management and action is taken to minimise the likelihood of recurrence.

Records include:

- Date, Time, and Place of incident.
- The name of the injured/ill child.
- Details of injury/illness and what first was given.
- What happened to the child immediately afterwards? (went home, resumed normal duties, went to hospital)
- Name and signature of person dealing with incident along with a witness.

All staff receive Paediatric First Aid Training at least every 3 years.

Protocol for Administration of Medicines at the setting:

Refer to Administration of Medicines Policy.

Arrangements for children with medical needs:

Prior to joining the setting, all medical details are required so that the setting can provide the level of care expected.

Where appropriate parents and management, along with any relevant members of staff will meet prior to a child joining the setting to ensure such provision is in place.

Special arrangements such as training are made when necessary to ensure medical needs are met.

<u>Last Updated/Reviewed:</u>	<u>Signature:</u>