



First Aid Policy

General Statement

The organisation is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries at work, including injuries and illnesses affecting children attending the provision. The organisation recognises the risks to young children and is committed to ensuring that it can provide the appropriate level of first-aid care and support to ensure their safety and well-being while on-site.

The organisation will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met. It will also provide information on first-aid arrangements and training status of staff to parents in order to assure them of the organisation's commitment to safety.

Should employees have concerns about the provision of first aid, they should inform a responsible person so the organisation can investigate and rectify the situation if necessary.

The person responsible for the implementation of this policy is Folake Omole.

Arrangements

Risk Assessment

An annual first aid risk assessment will be conducted in order to identify the first-aid risks of the service and the level of first-aid provision needed to minimise the risks. The risk assessment will pay particular attention to:

1. practical activities
2. the use of equipment
3. any use or storage of hazardous substances
4. numbers of children and staff on-site at any time.

From this assessment a judgment will be made as to how many trained first aiders are required to provide an effective and safe response to accidents and injuries.

A judgment will also be made as to how many fixed and portable first aid containers should be available and where they are to be located.

Specific consideration will be given to staff or children who have special health needs or disabilities.

In determining the level of provision the service will consider:

1. the adequacy of the provision to account for staff absences
2. the provision of first aid for off-site activities and outings.

First-aid personnel

This organisation understands first aiders to be staff who hold an appropriate and current qualification in first aid and who can demonstrate that they have kept their skills and competencies up to date. The organisation recognises that:

- a suitable number of adult at work qualified first aiders must be trained and deployed to cover accidents and injuries that may happen to staff or adult visitors
- at least one paediatric qualified first aider must be on duty whenever children are on the premises in order to meet the requirements of the Early Years Framework
- at least one paediatric qualified first aider must attend any outing/trip with children
- from September 2016, all newly qualified early years professionals should have completed and hold a current PFA certificate in order to be included in the provisions staff:child ratio
- most certified training needs to be refreshed every three years with appropriate training in-between to keep skills up to date
- all qualified first aiders should, according to *Resuscitation Council (UK)* guidelines, receive training in the use of an Automated External Defibrillator or AED.

This service will support staff in their role and their training requirements by funding required refresher training and giving staff sufficient time off to attend courses. This will include skills-based courses and training in-between refresher periods in order to maintain competencies.

Records will be kept of all training attended with dates and refresher periods. Staff will be expected to attend appropriate training before the expiry of their qualification (preferably three months before expiry) and present their certification/recertification for recording purposes.

Appropriate levels of training and training providers will be determined by the first aid risk assessment.

The organisation will ensure there are sufficient first-aid personnel within the workplace to adequately cover every shift. Notices will be displayed giving the location of first-aid equipment and the names and locations of relevant personnel.

Legal indemnity of first aiders

It is unlikely that first-aid personnel giving assistance to a colleague will become subject to legal action because of deterioration in the colleague's condition. However, the organisation can guard against this possibility by providing, through its insurance

policies, indemnification for any member of staff who assists an employee who becomes ill or is injured.

First-aid boxes

First-aid boxes will be provided within the workplace as required to ensure there are adequate supplies for the nature of the hazards involved. Only specified first-aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

First-aid kits of the appropriate size and type will be placed in strategic locations as indicated by a first aid risk assessment.

The location of first-aid boxes and the name of the person responsible for their upkeep will be clearly indicated on noticeboards. First-aid boxes will display the:

1. name of the person responsible for upkeep
2. nearest location of further supplies
3. contents of the box and replenishing arrangements
4. location of the accident book.

First-aid boxes will be maintained and restocked when necessary by authorised personnel. These personnel will be aware of the procedure for reordering supplies.

Portable first-aid kits

Portable first-aid kits will be available for trips away from the premises, eg outings. On all such trips a trained paediatric first aider will be present.

First-aid room

A first-aid room will be provided to assist first aiders when giving treatment. Access to the first-aid room will be obtained from authorised personnel. All staff, especially new recruits, must be made aware of the location of the room. The location of the first-aid room will be arranged so that corridors and lifts, etc are large enough to allow for a stretcher, wheelchair or carrying chair to be used safely and easily.

Recording accidents

All accidents, however minor, must be recorded. The organisation will provide an accident book in which all incidents must be noted. The accident book will be housed in a central location, details of which are displayed on first-aid boxes.

It is the responsibility of employees to ensure they complete an entry in the accident book as soon as possible after an injury. When the injured person is unable to enter an account into the accident book, the first aider or witness (where relevant) should do so. When an accident results in admittance to hospital or inability to continue work, the relevant manager must be informed immediately.

First-aid supplies

For the purposes of maintaining first-aid supplies, first aiders should keep a record of supplies used, by whom and for what reason.

Review of First Aid Provision

The service will review the first aid risk assessment, policy and provision at least once every year.

