

Promoting health and hygiene

1.22 First Aid

Policy statement for St Joseph's Out of School Club

At St Joseph's Out of School Club staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. In March 2015 the UK government announced that new staff who work with EYFS children with a childcare level two or three qualification will be required to undertake Paediatric First Aid training. All our staff have completed this training. We ensure that there is at least two members of staff are on the premises or on an outing at any one time.

Procedures

The First Aid Kit

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items only:

- Triangular bandages (ideally at least one should be sterile) - x 4.
- Sterile dressings:
 - a) Small (formerly Medium No 8) - x 3.
 - b) Medium (formerly Large No 9) – HSE 1 - x 3.
 - c) Large (formerly Extra Large No 3) – HSE 2 - x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters 1.
- Sterile eye pads (with bandage or attachment) eg No 16 dressing 2.
- Container or 6 safety pins 1.
- Pack of antiseptic wipes
- Adhesive tape x 1
- Guidance card as recommended by HSE 1.

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- a children's forehead 'strip' thermometer.

- The first aid box is checked on a termly basis by the Play Leader.
- 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. Parents are required to complete a Medication Record form¹
- At the time of admission to the setting, parents' permission for emergency medical advice or treatment is sought. Parents virtually sign and date their written approval.
- Parents sign a virtual consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Further guidance

- From the Health and Safety Executive website (www.hse.gov.uk)
 - First Aid at Work: Your questions answered (2014)
 - Basic Advice on First Aid at Work (2017)
- Guidance on First Aid for Schools (DfEE 2014)

¹ Policy 1.17 Administering medicines

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023