



# Funtastic Club Policies & Procedures

Number 10

First Aid Policy



## Policy for First Aid

Funtastic Club is committed to safeguarding & promoting the welfare of children & expects all staff to share this commitment. The staff members aim to ensure that adequate first aid provision is provided for both staff and children during the day. To enable this to happen the following arrangements are in place:

### **Qualifications and Training**

A number of staff hold a current First Aid Certificate. These are updated as required and staff are aware of who is first aid trained.

### **Administration of Medicines**

Parents are required to inform the club of medical conditions including serious allergies. Should a child require medicines to be administered on a regular basis, the parent is required to sign a consent form. Any medication administered is recorded. A designated member of staff is responsible for the stocking and maintenance of first aid boxes and checking expiry dates of drugs. Children with serious conditions/allergies are recorded and displayed in the kitchen when staff are preparing the food. First Aid equipment always accompanies the children if they are taken out of the premises. First Aiders are available to advise on administration of medicines.

### **In the Event of Accident or Illness**

A member of staff is always available to provide first aid assistance. When dealing with accidents involving body fluids, disposable plastic gloves should be worn. All contaminated swabs, tissues, gloves, etc., should be disposed of in the clinical waste bin. Injuries are treated and recorded on an 'accident form' and then signed by the parent. Should a child's injury cause concern the parent is called.

For more serious injuries/illnesses or when an injury is causing concern the following procedure is followed:-

1. An ambulance should be summoned or transport organised in the event of serious illness/injury or if there is any doubt about the severity of the illness/injury.
2. Guidance is given by the First Aider on treatment.
3. Other children are removed from the scene.
4. Parents, relatives or guardians are contacted, through the emergency phone.
5. If necessary the parent or member of staff will travel to hospital with the child, (the staff member will stay with the child until the parent arrives in hospital).  
Accident forms are completed by the member of staff that dealt with the initial incident.

Assessors Name	Updated on	Reviewed on	Signature
Regine Natchoo	September 17	September 18	R.Natchoo
Regine Natchoo	September 18	September 19	R.Natchoo
Regine Natchoo	September 19	September 20	R.Natchoo