



## **Ecclesall Kids Club**

### **5.1 First Aid Policy**

The club requires that the majority of its staff to hold a current Paediatric First Aid Certificate and have attended a 12 hour course which complies with the requirements of Annex A of the EYFS. The club will fund staff time to take this qualification and will also fund the cost. The club requires staff to renew their training every 3 years. Where a member of staff leaves before the end of their probationary period the club retains the right to require that the costs of the certificate are repaid in part or full on leaving the club's employment. Staff who are not qualified must not deliver first Aid under any circumstances.

There will be a **minimum** of two paediatric First Aiders at every club session, including Holiday Club where we are using the outdoor space the two individuals must be deployed both inside and outside. On club trips there must also be a minimum of two Paediatric First Aiders to ensure the first aiders are able to respond quickly to any incident.

On registration all parents are asked to tick the box of Magic Booking which records their agreement to allowing us to deliver emergency First Aid to a child. If this box is unchecked we will contact the parent and seek clarification, it is likely that their child will not be able to be able to attend club under these circumstances.

A list of qualified first aiders is displayed in the club. The First Aid Box is located in the Kitchen office along with portable First Aid Bags in both the KS1 and KS2 areas of the club. It is the responsibility of the Health and Safety leads to ensure stock levels are maintained, are in date, are appropriate for children and comply with the Health and Safety (First Aid) regulations 1981. The Duty Manager will ensure a first aid kit will be taken out on all outings.

### **Emergency Medical Treatment**

In all cases the Duty Managers are the lead for First Aid in our setting. They will assess the situation and make a decision as to whether the child or staff member should go to hospital (or an ambulance be called) or whether the casualty can be given basic First Aid and made comfortable so they can wait until the parent/carer or family member arrives to collect them. Depending on the nature of the injury, if this applies to staff the club may make arrangements to get the member of staff home accompanied, or accompany them to hospital if this is required.

The Duty Manager will ensure the child is accompanied to hospital by a member of staff (any medical records or medication we have for the child will be taken with the person accompanying the casualty). The Duty Manager will ensure that sufficient ratios are left to care for the remaining children, they must contact the Business Manager or Committee if this is not the case to enable staff emergency cover to be secured.

**Accidents and Incidents are recorded in line with the requirements of that policy for staff and for children. This includes the completion of accident records and the book (for staff) and manual bump notes as well as E bump notes for parents. Any serious accident, injury or death may need to be reported to HSE, Ofsted or Sheffield Children Safeguarding Partnership, immediately in accord with the Accidents and Incidents Policy. Our accident Tracker will be reviewed regularly to see if there are trends and change in practices needed.**

### **Trips**

It is the responsibility of the Duty Manager to ensure that the portable First Aid kit is fully stocked prior to leaving for trips and that they have all the information they need on each child and any medication to enable them to carry out First Aid if necessary. This might include allergy information, medical conditions information and medications, eg epipens and inhalers. This information should be included with the Emergency Contact Information should a parent need to be contacted about the health of their child.

### **Outdoor Play**

It is the responsibility of the Outdoor Play Supervisor to ensure that they have their Bumbag First Aid Kit and Walkie talkie on their person at all times to allow them to administer basic First Aid and call for others when needed.

**This policy should be read in conjunction with other relevant policies e.g sick child, administering medicines, health and safety and cleaning of biological fluids.**

This policy was adopted by: Ecclesall Kids Club	Date: 1/2/16
Reviewed: 29/6/23	Signed: EKC Committee