

19 - FIRST AID POLICY Let Us Play Scheme

(Play Scheme for children with profound and multiple learning difficulties)

Registered Charity No 1072059

Name of Unit/Premises/School	Let Us Play Scheme / Heathfield School
Date of Policy Issued/Review	15 May 2020
Name of Chairperson	Juliet Cheriton-Gerrard
Signature of Chairperson	
Management Committee Name	Matthew Lewis
Management Committee Signature	

POLICY STATEMENT

Let Us Play Scheme is committed to providing emergency first aid cover to deal with accidents, which occur to employees, children and all categories of visitors. It is our policy to ensure that all medical information will be treated confidentially by the responsible staff. All staff has a duty of care to follow and cooperate with the requirements of this policy.

To achieve this LUPS will:

- Have a minimum of one suitably stocked first aid box in each nominated area (Special Care/Nurses location / Front Desk / Youth Group)
- At least one appointed person to take charge of first aid arrangements.
- Provide information to employees, children, parents and carers on the arrangement for first aid.
- Have a procedure for managing accidents
- Review the arrangements for first aid annually
- Maintain sufficient numbers of suitably trained first aid staff.

A First Aider is someone who has attended a suitable First Aid Course and who has the knowledge, skills and experience to help infants, children and adults who have been injured or taken ill before the arrival of medical professionals like Paramedics, Doctors or Nurses.

LUPS will ensure it meets the requirements of Ofsted and the Early Years Foundation Stage Framework:

“ At least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present. There must be at least one person on outings who has a current paediatric first aid certificate.”

When referring to people and first aid the following definitions are used:

- Infant – A baby from birth to 1 year old
- Child – From 1 year to 8 years of age
- Adult – Children over 8 years of age or “Puberty” are classed as adults for the first aid techniques.

“The aim of a first aider is to make the infant, child or adult safe and comfortable, to treat any conditions they may have and of course to make sure the infant, child or adult doesn’t get any worse!”

FIRST AID BOXES

All first aid kits provided by LUPS and in the school will conform to the Health and Safety Executives (HSE) minimum provision and meet the British Standard for First Aid (BS-8599-1)

LUPS Provided First Aid Kits (Should be utilised at all times where Possible) and are located:

- Front Admin Desk
- Outside the Hall
- JCH

School provided first aid kits should only be used in an emergency, where time does not permit to use a LUPS provided first aid kit and are located:

- All Classrooms
- Staff Room

If a school first aid kit is utilised. Ensure the Chairperson is informed so that it can be restocked and checked.

CONTENT OF FIRST AID KITS

The following is the minimum requirement in each first aid kit:

Contents	Small	Medium	Large
Burn Relief Dressing 10cm x 10cm	1	2	2
Washproof Assorted Plasters	40	60	100
Large Dressing 18cm x 18cm Sterile	1	2	2
Medium Dressing 12cm x 12cm Sterile	4	6	8
Nitrile Gloves Pair	6	9	12
Mouth to Mouth Resuscitation Device	1	1	2
Finger Dressing with Adhesive fixing 3.5cm	2	3	4
Conforming Bandage 7.5cm x 4m	1	2	2
Moist Cleansing Wipes	20	30	40
Single Use Triangular Bandage 90cm x 127cm	2	3	4
Universal Shears Small 6"	1	1	1
Eye Pad Dressing with Bandage Sterile	2	3	4
Foil Blanket Adult Size	1	2	3
First Aid Guidance Leaflet	1	1	1
Safety Pins Assorted	6	12	24

Items that may also be added to a first aid kit are ice packs, novelty plasters for children or a child sized pocket mask.

First aid kits should **not** have any medicines, creams or lotions which may harm an infant, child or adult.

APPOINTED PERSON

The following person(s) are responsible for ensuring that first aid boxes are correctly stocked according to the list provided above and up to date regulations.

Mr Ian Wilson – Chairperson

Miss Donna Whittingham - Senior

INFORMATION

The following information will be made available:

- A notice will be placed in each room of the school stating the location of the nearest first aid box.
- Staff and Children will be told what to do if there is an accident.
- Details of the school's arrangements for first aid will be available to parents and carers.

ACCIDENTS

In the event of a child having an accident involving an injury or suspected injury during a session time the following procedure will be followed:

A Senior in the area is to support the child whilst calling for the daily Appointed First aider to deal with injured child and despatching the child's one to one support worker to get help if necessary.

Upon being summoned in the event of an accident, the First Aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. A member of the Management Committee must be informed in the event of all serious accidents/injuries.

Do not move the patient if there is any concern that there may be a serious injury. Only move the patient into the recovery position if there are respiratory difficulties. Ensure the area is clear of spectators and obvious hazards keep the casualty warm and remain on the scene until assistance arrives.

All accidents and injuries no matter how minor must be reported to one of the appointed First Aiders who will ensure the correct first aid is carried out and that it is reported correctly iaw the accident reporting procedures (See below).

Children must be fully monitored at all times whilst on play scheme following an accident.

NOTE: IT DOESNT MATTER HOW MINOR THE ACCIDENT/INJURY IS A NOMINATED FIRST AIDER IS TO BE INFORMED SO IT CAN BE CHECKED AND LOGGED. SENIORS ARE TO ENSURE THE NOMINATED FIRST AIDER IS MADE AWARE.

ACCIDENT REPORTING

All accidents will be recorded and reported according to the Authorities guidelines, to include:

- The Date, Time and Place of the incident.
- The Name (and Unit) of the injured person.
- Details of injury and what first aid treatment was given.
- What happened to the person immediately afterwards.
- Name and signature of the person or first aider dealing with the incident.

All accidents to staff and visitors requiring First aid treatment, and any accident to a child requiring further attention, are to be recorded in the Accident Book and reported to HSE, if appropriate, under RIDDOR.

Book to be kept with Medical logs situated in Special Care.

A report will be handed over to the Parent/Carer and a signature obtained when their child is collected, so they have a record of what has happened and signs to look out for. See Annex B for form.

FIRST AID TRAINING

Let Us Play Scheme will maintain an up-to-date list of those employees who have undergone emergency first aid training. There will be 2 qualified Advanced Paediatric First Aiders nominated daily, which meets the suggested requirements of the HSE First Aid at Work Approved Code of Practice and Guidance. Every Senior will be given the opportunity to volunteer for and attend a first aid training course and other staff where possible. A full list of First Aid Qualified Staff can be found in annex A to this policy and will be promulgated within the school and made known to all staff as part of the morning brief.

Staff should be aware that the trained Nurses we have on site are not first Aiders and are on the play scheme to support the children with medication and complex medical needs. Any First aid requirements should be brought to the attention of the daily Appointed First Aiders.

DOCUMENTATION

This policy will be made available to all Staff, Parents and Carers and further copies will be available upon request.

FIRST AID ACCOMMODATION

St Francis School is suitable for administering First Aid for the purposes of Let Us Play Scheme. Should a quiet area with bed be required then the School Nurses Office can be utilised.

MAJOR INCIDENT

If a Major Incident was to occur. The Appointed Person/First Aiders will be responsible for taking the First Aid Kits with them to the pre-determined muster points in the play ground. The Appointed first aiders will be responsible for coordinating any first aid for the children calling in other qualified first aiders as required to support. The appointed first aiders will remain the lead in first aid to the children throughout and supporting first aiders will be called in to either support or provide first aid to those other children requiring it at that time. Emergency first aiders will be required to support with any Staff requiring first aid. First Aiders will be responsible to ensure they continue to administer first aid until either handed over to professional medical professionals (i.e. Ambulance Crew) or if only minor back to their one to one support worker or parent/carer who will be informed to monitor them and seek advice if there are any abnormal symptoms.

See Annex A for all trained First Aiders.

CONTACTING EMERGENCY SERVICES

The First Aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a person becoming unconscious
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the First Aider is unsure of the severity of the injuries
- Whenever the First Aider is unsure of the correct treatment
- Whenever a person is complaining of chest pain
- Whenever a child with complex medical problems is clearly unwell

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at a hospital
- requires minor first aid treatment (On parents/carers return to collect the child)

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified First Aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified First Aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

In the event of a head injury (bump on head) a standard letter will be sent home with the child, indicating the area and nature of the injury along with advice.

LEGAL FRAMEWORK, GUIDANCE AND ASSOCIATED POLICIES

Legal framework

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

Further guidance

- First Aid at Work: Your questions answered (HSE 1997 - Revised 2009)
- Basic Advice on First Aid at Work (HSE2006 - Revised 2008)
- Guidance on First Aid for Schools: A Good Practise Guide (DfEE)

Associated Policies

- Administration of Medication • Safety Policy
- Emergency Evacuation Plan
- Confidentiality Policy

**Annex A to
LUPS First Aid Policy
Dated: 6 Mar 2017**

LET US PLAY SCHEME QUALIFIED FIRST AID TRAINED STAFF

Daily Appointed First Aiders will be clearly displayed outside the Hall and briefed at the daily staff brief.

The following staff are qualified Advanced Paediatric First Aiders:

Paediatric First Aiders		
Name	Position	Expiry Date
Ian Wilson	Chairperson	21 May 2019
Vicky Ashton	Staff Coordinator	21 May 2019
Sharon Wilson	Play Leader	21 May 2019
Rachel Grimshaw	Play Coordinator	21 May 2019
Donna Whittingham	Senior	21 May 2019
Beth Rees Matcham	Senior	21 May 2019

The following staff are qualified Emergency First Aiders:

Emergency First Aiders		
Name	Position	Expiry Date
Ian Wilson	Chairperson	21 May 2019
Vicky Ashton	Staff Coordinator	21 May 2019
Sharon Wilson	Play Leader	21 May 2019
Rachel Grimshaw	Play Coordinator	21 May 2019
Donna Whittingham	Senior	21 May 2019
Beth Rees Matcham	Senior	21 May 2019

**Annex B to
LUPS First Aid Policy
Dated: 6 Mar 2017**

**LET US PLAY SCHEME
INCIDENT / ILLNESS REPORT**

For the attention of the Parent/Carer of

Accident / Incident Serial Number

Name Unit

Date Time

Location

	Tick	Details of Treatment / Comments
Head Injury		
Bump / Bruise		
Cut / Graze		
Nose Bleed		
Other Please Specify		

Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your Doctor or Local Hospital.

**Annex C to
LUPS First Aid Policy
Dated: 6 Mar 2017**

CONTACTING EMERGENCY SERVICES Request for an Ambulance Dial 999 or 112, ask for an ambulance and be ready with the following information

1. Your telephone number

School Number: 01329 845730

2. Give your location as follows: (insert school/setting address)

**St Francis School
Patchway Drive
Oldbury Way
Fareham
PO14 3BN**

3. State that the postcode is

PO14 3BN

4. Give exact location in the school/setting (insert brief description)

When you drive into the school carpark you will be met by a member of LUPS Staff who will escort you to where the casualty is.

5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone