

First Aid Policy & Emergency Procedures

At least one member of staff in each room (preferably more) must be first aid trained and they will need to update the training every three years. Names and dates of trained first aiders will be displayed with the first aid and medicine boxes. Day to day first aid treatment of minor bumps and scrapes will be documented within the accident documentations on Ovivio and will require an electronic signature.

In the event of an emergency or serious injury:

Stop all activities while a practitioner remains with casualty. Staff member will communicate "123 accident" over walkie talkie to inform the team there has been a serious accident. All tools will be put down, activities stopped, and room leads will bring everyone into sticky feet in each room in either their rooms cabin, or an alternative area deemed appropriate.

Manager on site will call emergency services immediately if needed. Following this the manager will allocate 1 member of staff to remain with the children to keep the group calm, and 1 member of staff to assess the situation and casualty/ies, making the area as safe as possible.

Emergency services- Phone 999 and specify the service required (ambulance / air ambulance / fire / police). Using the risk assessment, give the location including the postcode or what 3 words. Give a brief description of the nature of the emergency, when it occurred and the condition of any casualties.

Continue giving first aid to casualties as required, make them as comfortable as possible and monitor their condition until medical help arrives.

Practitioners need to contact the injured child's parents and arrange transport if needed.

Once casualty is safe and parents have been informed practitioners will contact parents of other children to arrange for pick up.

All children will remain in congregation point with staff until collected.