



FIRST AID POLICY

INTRODUCTION

Seren Kids makes every effort to ensure that all children are safe guarded and well cared for. The children are the centre of our focus in all decision-making and arrangements.

The business keeps records of illnesses, accidents and injuries, together with an account of any first aid treatment or treatment given to a child.

New staff are given information on all the Seren YT Academy policies.

IMPLEMENTATION: PRACTICAL ARRANGEMENTS

The manager/members of staff have a First Aid pack/box.

The contents of the first aid box are checked regularly and restocked immediately when required. There is a first aid kit review sheet in place.

PRACTICAL ARRANGEMENTS AT THE POINT OF NEED

A number of staff are paediatric first aid trained, and there will always be at least 2 staff members on site qualified to administer first, meaning those staff can administer first aid to the children if needed:

- Administer first aid
- Call for help – if required
- Call emergency services – if required
- Ensure everyone is safe and the injured party is cared for and accompanied to hospital – if required
- Record the incident/accident
- Ensure that everyone relevant is informed of all the relevant information.
- Take any further action – if required.

We aim to have all members of staff first aid trained by the end of 2025.

IF AN AMBULANCE IS REQUIRED (HOLIDAY CAMPS)

If an ambulance is required for emergency treatment, a senior member of staff will accompany the child to hospital. The parents will be notified immediately.

Staff members should call the emergency services as soon as it becomes clear the injury is beyond the managers/staff members capability and the health of the child is compromised; if in any doubt, refer immediately to a member of senior staff.

IF AN AMBULANCE IS REQUIRED (AFTER SCHOOL CLUBS)

If an ambulance is required for emergency treatment, a member of staff within the school itself will be contacted to ensure appropriate cover, & a relevant member of staff will accompany the child to hospital. The parents will be notified immediately. Staff members should call the emergency services as soon as it becomes clear the injury is beyond the managers/staff members capability and the health of the child is compromised; if in any doubt, refer immediately to a member of senior staff.

RECORDING ACCIDENTS AND INFORMING PARENTS.

Members of staff who deal with an accident or injury must record the incident in the Accident/Incident form and inform management.

Parents are always contacted if a child suffers anything more than a trivial injury or suffers a head injury or if the child becomes unwell, or if the staff have any worries or concerns about their health. Parents are encouraged to contact the Manager if they have any concerns relating to their child's health.

NON-SERIOUS INJURIES

Parents will be informed of the accident when the child is collected from any setting and at the end of the session. The records are reviewed regularly by management and action is taken to minimise the likelihood of recurrence.

Records include:

- The date, time and place of the incident/accident
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (i.e went home, resumed normal duties, went back to play, went to hospital)
- Name and signature of the Manager/member of staff
- Parent/guardian signature

QUALIFIED PAEDIATRIC FIRST AID STAFF

An appropriate number of Seren Kids staff are required to be paediatric first aid trained, and this is renewed every 3 years. We aim to have all members of staff trained by the end of 2025.

ARRANGEMENTS FOR CHILDREN WITH PARTICULAR MEDICAL NEEDS

Prior to joining Seren Kids clubs/camps, all medical details are required so that the Manager can provide the level of care expected.

ADMINISTRATION OF MEDICINE (Holiday Camps only)

Medicines can be administered to children if parents/guardians have supplied a signed permission form or letter each time a course of medicine is prescribed. In addition, medicines must be clearly labelled with the child's name and the parent must advise the camp leader if the medicine requires refrigeration.

The setting makes every effort to assist children with long term medical needs if

parents/guardians have supplied detailed information of the procedures to be carried out. If medicines are to be administered by staff, parents/guardians must provide information in writing detailing the name of the medicine, dose, method of administration, time and frequency of administration and possible side-effects.

Training will always be sought where appropriate for staff who are required to deal with particular medical conditions (e.g. diabetes, use of epipens).

Parents/guardians must hand in the medicine to the camp leader themselves (medication is not to be handed in by pupils). It is then stored out of the reach of children and/or a mini fridge if required.

No medicines can be stored during term time and parents/guardians should collect any unused medicines at the end of their child's attendance at camps. Any medicines not collected will be disposed of.

PROCEDURE FOR CHILDREN WHO BECOME UNWELL WHILST AT A CLUB OR CAMP

If a child feels unwell he/she tells a member of staff, normally club or camp leader, or a member of staff on duty, who may send him/her to the camp leader and will be accompanied either by another member of staff or another child, dependent upon the age of the child and the nature of any injury or illness.

If the First Aider, camp leader or other member of staff decides a child needs to go home, they must contact the child's parents/guardians by telephone and inform relevant members of staff that they are no longer at the club or camp if required.

Parents/guardians must sign out a child in the Illness Record Book in the setting.

Staff are advised to avoid contact with other people's bodily fluids.

Staff are informed of the appropriate procedures for dealing with spillages of bodily fluids, including the use of PPE, via the Staff Handbook and Appendix A of this Policy.

This policy was last reviewed by Hannah Clifford 27/01/2025

Appendix A – Protocol for dealing with bodily fluid spillages General statement

The aim of this document is to decrease the exposure risk to blood, blood-borne and body fluid pathogens.

Adherence to these guidelines is the responsibility of all staff that may come into contact with spillages of blood or other bodily fluids.

All staff should be aware of their personal responsibilities in preventing the spread of infection.

The setting has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002).

For the purposes of this document, biohazards are defined as:

- Blood
- Respiratory and oral secretions
- Vomit
- Faeces
- Urine
- Wound drainage Management

If any type of body fluid has been spilled onto a surface the following precautions should be made:

- Notify appropriate staff i.e. camp leader, to secure the environment using signs where appropriate
- All staff dealing with a biohazard spill to wear suitable protection i.e.
- Disposable gloves
- Disposable plastic apron
- Eye and mouth protection with goggles and mask, if splash or spray anticipated
- Access “spillage kit” in order to clean up spillage promptly.

Depending on the type of spillage different items may be required. Please check with the Camp leader/ Site Maintenance Team. Items available include: Dust pan and brush, apron, disposable gloves, bags.

- Use Kitchen roll/blue roll to wipe away any spillages.
- Using the dust pan and brush provided, remove any solid spillages and place in a bin bag, along with dust pan and brush, seal and dispose of in further bin liner. Dispose of by agreed and approved means – contact Camp leader for latest details.
- Clean area and equipment thoroughly using hot water and detergent, and disposable cloths.
- Hand hygiene should be performed following management of spillage.

- N.B. If a spill contains glass or other sharps, these should be picked up using a sweeping pan and brush and disposable gloves and disposed of by agreed and approved means – contact camp leader for latest details.