

**NETHER GREEN JUNIOR  
AFTER SCHOOL CLUB  
HEALTH AND SAFETY  
FIRST AID POLICY - Main**

*The First Aid box is located on: The filling cabinet by the tidy cupboard in the storage room. This is moved under the front desk at the start of the session for better access. Any travel first aid kits will be in the top drawer of the cabinet. A travel first aid kit, aimed at tackling major bleeds quickly, will be taken outside with staff on duty. This can be used immediately whilst the main first aid box can be brought outside.*

*COVID-19 adjustments – Main first aid box kept in the common area of the hall (usually the shelves), First aid box for the sports hall stored on the bubble shelves and taken over every session, Craft room first aid box kept on side on top of the fridge. Ice packs are in the freezer. (The first aid kit in the craft room is provided by the school and is checked by our staff regularly)*

### **Policy statement**

In our setting staff will act immediately to apply first aid treatment in the event of an accident involving a child or adult. At least two members of staff with current first aid training is on the premises or one on an outing at any one time. The first aid qualification is the 12-hour pediatric.

### **Procedures**

#### The First Aid Kit

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981.

The contents of the First Aid box will be checked and recorded monthly (or before if needed), it is the Deputy's responsibility to maintain the contents of the First Aid box. The checklist is updated after staff attend training. A portable first aid kit is to be taken outside by the outside first aider on playground duty (This will consist of gloves and bandages). On trips a full portable travel First Aid kit will be used. Staff administering First Aid will protect themselves by wearing disposable gloves. First Aid will, if possible, be administered in a quiet area away from distractions. Staff will remain calm and controlled when dealing with injuries whether minor or major.

*COVID-19 adjustment – ideally staff within the child's bubble will administer first aid, if not the member outside the bubble will wear a face covering when administering. All staff have face masks on them so that this doesn't delay the medical attention needed.*

**Any equipment used from the First Aid box should be reported, so that it can be replaced as soon as possible. (regular items are double stocked so there is always enough – kept in tidy cupboard).**

Any First Aid given to children and adults will be recorded daily. For accidents to children, the accident report will be signed by the parent/carer. If the child sustains a head injury whilst at the club a "bump note" will be given to the parent/carer on collection. The 'bump note' will be state the time of the incident and the area of the head bumped. If an accident occurs at Breakfast Club the parents will be phoned.

#### **Staff accidents**

Staff accidents that require first aid of any kind will be recorded on a health and safety incident sheet and recorded on the H&S record sheet. Blue plasters are kept in the kitchen drawer for old/new cuts when handling foods. Staff wear gloves when handling food.

### **Emergency medical treatment**

Emergency medical treatment will be sought by calling 999 (or by calling 112 when out of setting and calling from a mobile phone. Parental permission is obtained when registering the child to start at the club. Parents will also be informed asap so that they can also advise on the treatment for their child.

### **Legal framework**

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

### **Further guidance**

- First Aid at Work: Your questions answered (HSE 1997)  
[www.hse.gov.uk/pubns/indg214.pdf](http://www.hse.gov.uk/pubns/indg214.pdf)

**NETHER GREEN JUNIOR  
AFTER SCHOOL CLUB**

- Basic Advice on First Aid at Work (HSE 2006)  
[www.hse.gov.uk/pubns/indg347.pdf](http://www.hse.gov.uk/pubns/indg347.pdf)
- Guidance on First Aid for Schools (DfEE)  
[www.teachernet.gov.uk/doc/4421/GFAS.pdf](http://www.teachernet.gov.uk/doc/4421/GFAS.pdf)

This policy was adopted at a meeting of	NGJASC	name of setting
Held on	<hr/> Dec 2020	(date)
Date to be reviewed	<hr/> Dec 2021	(date)
Signed on behalf of the management committee		
Name of signatory	<hr/> Tammy Nelson	
Role of signatory (e.g. chair/owner)	<hr/> Manager	