

First Aid

1. Remain calm and reassure casualty and also children and adults present.
2. The nearest member of staff assesses the condition of the injured or ill person.
3. Other staff shepherd other children away.
4. If the staff member is not a First Aider, then a First Aider is called or an adult (preferably) sent to get a First Aider who will check the condition of the casualty.
5. First Aid is administered as necessary. The First Aid box is kept on top of the fridge freezer in the office.
6. In the case of a seriously injured or ill child or adult then the emergency procedure displayed in the office is followed.
7. In the case of a bump to the head, or if a child has a minor injury then the person in charge of the session will decide whether to contact parents immediately.
8. If a child is unwell then the child will be treated in accordance with the Sick Children Policy.
9. If not informed immediately of any illness or injury, parents or carers will be informed when they collect their child.
10. The procedure for recording accidents and incidents will be followed.