



Zebras Out of School Club First Aid Procedure

At least one member of staff on the premises at any one time must have an up to date First Aid qualification.

- Only First Aid qualified staff are allowed to administer First Aid and give First Aid advice. A 12-hour paediatric First Aid course is necessary for registered childcare provision. This needs to be renewed every 3 years.
- All staff at the setting act in loco parentis during the time that the setting is open for children.
- A First Aid box is located on the office trolley during term time & school holidays.
- Names of qualified First Aid staff are displayed on the noticeboard.
- Specific First Aid training will be provided to staff members where appropriate.

Arrangements

Play workers responsibilities are:

- To be aware of the settings' first aid arrangements and procedures.
- To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- To ensure that a First Aid box is provided and stocked with appropriate items. It is the responsibility of the designated first aider to see that this remains appropriately stocked.

- To always take the first aid box travel first aid pack and accident book on all trips.

In cases of injury, the playworker's responsibility ends when the patient is handed over to the medical care of the parent/carer.

Accident forms

For all injuries whether involving the children, staff or visitors an accident form must be filled in at the first possible opportunity by the member of staff who witnessed the injury or who was closest at the time it occurred. In the case of an injury involving a child, the form must be signed by the parent / carer who collects the child. Near misses must also be recorded. A near miss is an event or situation that could have, but didn't result in injury, damage or loss.

Accident forms are then kept confidentially in date order in the Accident Form file.

The manager will make enquiries about the appropriate supervision and organisation, or use of materials at the site where the injury occurred to help prevent further such accidents occurring

Serious accident and emergency procedure

- Our first priority must be to ensure the safety of all present and to give necessary first aid attention.
- Parents/carers must be contacted as soon as possible. An ambulance should be called for anyone requiring hospital treatment. Be ready to give:
 - Your name.
 - The address of the school / setting.
 - Name of the person who needs the ambulance
 - Reason for calling the ambulance, including any deterioration in the person's condition.
- Staff should not use their own transport unless their insurance policy specifically permits this and there is another member of staff available to accompany them.
- Find the Child Information Form and Child Medication form (if the child has one). Send these to the hospital unless the parents/carers are accompanying the child.

- If necessary go in the ambulance with child and stay with them until the parent/carer arrives, unless the parent/carer arrives before the ambulance. Make sure information about which hospital the child is being taken to is shared with other staff.
- We will record all serious accidents in both the Accident and Incident book. Ofsted has a different threshold for serious accidents than Riddor, information on these definitions is given in the appendices.
- We will notify Ofsted of any serious accidents or injuries as soon as possible and within 14 days of the incident. Telephone 0300 123 1231 and ask for the compliance team, they will ask for details of the incident. Ask if this incident is also reportable to your local child protection agency and if so report to the incident as required. We will keep clear records of the original incident and all actions taken.
- We will immediately report fatal or major injuries by telephone to Ofsted and the Health and Safety Executive; RIDDOR followed up by an accident report form and to your local child protection agency. We will also inform the Manager/Chair of the Management Committee as soon as possible.
- We will record and report dangerous occurrences in the same way as fatal or major injuries, and outline in the Incident Book what steps we will take to avoid a recurrence.
- In the event of a fatal or serious injury we will not move anything at the site until an examination has been carried out unless it is essential to do so in order to help the injured or prevent further injury.
- We will inform safety representatives of injuries and dangerous occurrences.

First Aid boxes

Refer to the list inside the First Aid box for when the box was last checked and by whom.

See 'First Aid box contents' for a suggested contents list.

Ensure that disposable plastic gloves are available in the first aid box, along with plastic bags for the disposal of soiled dressings.

Procedure for accidents involving external bleeding

- Normal first aid procedures must be followed and should include the use of disposable gloves and where possible apron for dealing with any injury to any child.
- In the case of small cuts, whenever feasible, the person should wash the affected area themselves with water and cover the wound with the dressing provided.
- For minor wounds where possible, wash the wound immediately and rinse copiously with water. Apply a suitable dressing and pad if needed.
- For extensive, open wounds apply firm pressure and seek medical advice.
- Splashes of blood on skin should be washed off immediately with soap and water. Splashes of blood into the eyes and mouth should be washed out immediately with water and medical advice should be sought.
- Soak up all blood/vomit using paper towels and disposable gloves; these are disposed of in a yellow clinical waste bag.
- Wash surface with household detergent and rinse.
- Disinfect surface using 1 part sanitiser to 9 parts water. Disposable gloves and aprons should be worn.
- Small quantities of soiled but disinfected paper may be flushed down the toilet where this will not cause a blockage. Larger quantities, together with the disposable gloves, apron and pads should be placed in a plastic bag, sealed, placed in a second bag and sealed then disposed of with normal refuse.
- Report in the accident book any puncture wound caused by a sharp instrument contaminated by another person's blood as well as biting. Encourage any such wounds to bleed freely if possible under running water before applying a dressing. Medical advice should be sought.
- Clothes and linen that are stained with blood should be washed in a washing machine on the hottest wash for that material.

Sanitary provision

- The setting will have onsite emergency sanitary supplies as appropriate for the age range they cater for. These will be stored near to the first aid box.
- The staff team need to be aware that girls may start their periods during setting time and need to deal with this in a sensitive and appropriate way.

- If this is a girl's first period, give her a towel from the first aid box, not tampons. Allow her to tell you what she knows. If she does not know the reason for her bleeding then reassure her about what is happening.

Change of Clothes

- The setting will have a range of clothes in its spare clothes box to cover boys and girls across the age range.
- Wherever possible, children should change into their own clothes
- We will take care to respect the child's privacy and dignity
- Disposable gloves will be worn when assisting a child, these will be disposed of in a plastic bag and taken to an outside bin
- Dirty clothes will be placed into a plastic bag ready for parents/carers to collect.
- Parents and carers should be advised when they collect the child and check whether there is anything that can be done to avoid a repeat, for example by reminding the child when they arrive to use the toilet. Key worker journals/partnership with parents may encourage this.

Riddor 95

- RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. You need to report deaths; major injuries; over-3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days; injuries to members of the public or people not at work, where they are taken from the scene of an accident to hospital; some work-related diseases; some dangerous occurrences – a near miss, where something happens that does not result in an injury, but could have done; gas incidents.
- See <http://www.hse.gov.uk/pubns/misc769.pdf> for a poster detailing contact information and further details.
- For a full list of what you must report, please refer to the Riddor website on www.riddor.gov.uk or telephone the Children and young people's information Service on 0845 129 7217. Email askcyps@bristol.gov.uk
- Some examples of reportable injuries are fractures, other than to fingers, thumbs and toes; amputation; dislocation of the shoulder, hip, knee or spine; loss of sight (temporary or permanent); chemical or hot metal burn to the eye or any penetrating injury to the eye; injury resulting from an electric shock or electrical burn leading to

unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours; any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;

Reportable diseases include certain poisonings; some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil farmer's lung, pneumoconiosis, asbestosis, mesothelioma; infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus. For a full list check the hse website.

You can report online: www.hse.gov.uk/riddor/

Phone - **0845 300 99 23** (Monday to Friday 8:30am to 5:00pm), email using the appropriate form at riddor@connaught.plc.uk or post to the address below.

You must keep a record, which includes the date and method of reporting, the date, time and place of event, the personal details of those involved and a brief description of the nature of the event of disease.

Records can be paper records or kept on a computer.

A report should be sent to the Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3 GG.

Ofsted: Serious accidents, injuries and deaths

What you must notify to Ofsted

- the death of a child while on the premises, or later, as the result of something that happened while the child was in your care
- death or serious accident or serious injury to any other person on your premises (Childcare Register only)
- serious injuries (please see the section below for the definition of serious injuries)
- where a child in your care is taken to hospital (to an Accident and Emergency Department for more than 24 hours), either directly from your provision, or later, as the result of something that happened while the child was in your care
- any significant event which is likely to affect the suitability to care for children.

Ofsted define serious injuries as:

- folliculitis/acne; lung diseases including: occupational asthma,
- broken bones or a fracture
- loss of consciousness
- pain that is not relieved by simple pain killers
- acute confused state
- persistent, severe chest pain or breathing difficulties
- amputation
- dislocation of any major joint including the shoulder, hip, knee, elbow or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

You are not required to inform Ofsted of minor injuries, but you must keep a record of these incidents (see 'What records do I need to keep' below). You are also not required to inform Ofsted of general appointments to hospital or routine treatment by a doctor, such as the child's general practitioner, that is not linked to, or is a consequence of, a serious accident or injury.

Please see Ofsted Childcare factsheet for more information: Serious accidents, injuries and deaths that registered providers must notify to

Ofsted and local child protection agencies.
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Child Protection Agencies for Serious Accident Reporting:

- First Response 0117 903 6444 – They will register the accident with the appropriate person.

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