

Spilsby Playgroup



Medical Treatment (First Aid) Policy

2022

Medical Treatment of Childs Procedures

This policy has been prepared to provide guidance on the procedures for dealing with First Aid at Spilsby Playgroup (see Off-Site Visits policy for First Aid off-site). The requirements for the statutory provision of First Aid have been taken into account.

Background

The aim is to ensure that every child receives the best first aid in a calm, controlled environment enabling self and mutual respect to develop.

Principles

The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons, equipment etc., if they become ill or are injured at work

First Aid is provided to:

- preserve life
- limit the effects of the condition
- promote recovery.

First Aid means the following:

- cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained
- treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

It should be noted that the treatment of minor illnesses by the administration of tablets or medicines does not fall within the definition of First Aid.

Responsibilities of the Employer

The responsibility of Spilsby Playgroup is to:

- establish the First Aid need by risk assessment
- identify suitable employees who are willing to undertake First Aid training and refresher training
- provide adequate First Aid equipment and facilities
- inform employees of the location of the First Aid personnel and equipment available
- ensure that First Aiders maintain their First Aid status by attending refresher training where required

Role and Responsibilities of First Aiders

The First Aider's role includes:

- the administration of First Aid up to but not exceeding the level of their training
- ensuring that any incident and treatment given is recorded, reporting immediately to the owner/manager all incidents which require a child or staff member to attend hospital
- ensuring that all spillages of body fluids are cleaned up promptly
- maintaining the stocks in First Aid boxes
- ensuring that appropriate documentation is completed.

The First Aider is responsible for:

- ensuring that their own recommended immunisations are up to date
- reporting any illnesses or injuries which would preclude their ability to administer First Aid.
- looks after the First Aid equipment eg. re-stocking
- looks after the first aid equipment
- ensures that an ambulance or other professional medical help is summoned when appropriate.

The Owner/Manager will:

- ensure that any accidents reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are reported to the HSE
- arrange for investigation of accidents as appropriate
- review accident reports and take appropriate action to reduce the likelihood of re-occurrence.

Trained and Qualified First Aiders

Trained and qualified First Aiders are those members of staff who have attended a course of training on Paediatric and Emergency First Aid and who have a valid current Paediatric and Emergency First Aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981.

The First Aid certificate, both Emergency First Aid and Paediatric First Aid are valid for 3 years and have to be renewed/updated before expiry.

The duties of the trained and qualified First Aiders are:

- to assess the situation where there is an injured or ill person
- to give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury
- to notify the Management if urgent action is needed
- to arrange without delay for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition. The First Aider's responsibility ends when the casualty is handed to the care of a doctor, nurse or other appropriate person. The First Aider should not leave the incident scene until they have reported to whoever takes charge and ascertained whether they could be of any further help
- to ensure that there is an adequate supply of all of the materials in the First Aid boxes (see Appendix B)
- to complete the Accident Report Book.

Code of Practice

- All sick and injured children or staff are to be treated immediately at the scene of the accident if urgent treatment is required. The decision regarding the urgency of treatment is the First Aider's. For non-urgent injuries a child can be moved to a more suitable area, thus maintaining dignity and confidentiality. A second member of staff will be present
- If the child requires urgent emergency treatment the Playgroup will arrange for an ambulance. The parent will be informed by phone
- If the child requires non-urgent emergency medical treatment or is sick and unable to continue for the rest of the day the Playgroup will inform the parent by phone. It is the parent's responsibility to arrange collection of the child and any further medical intervention
- If a child receives First Aid treatment from a First Aider in the Playgroup, which does not require the child's removal from the premises, the parent will be notified of the actions taken
- If a child suffers an injury to their head (however mild) a bump head letter **must** be issued to the parents/carers when they collect their child
- **All** treatments of accidents to be recorded in the accident book (Statutory requirement)
- Each First Aider is responsible for reporting any accidents they deal with
- Staff/child accidents not requiring immediate treatment should be recorded in the accident book
- Materials stored in First Aid boxes are for the sole use of First Aiders

First Aiders are responsible for keeping boxes replenished.

Tablets, medicines creams and sprays are not to be administered by any member of staff unless there is written parental authority. See Medication Policy.

Indemnity and Insurance

Where an employee acting in the course of their employment administers First Aid assistance to another employee or child, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions provided that:

- they are an officially designated First Aider with a current valid Emergency First Aid certificate or for children, under 8 years of age, a Paediatric First Aid certificate
- the relevant personal protective equipment is used
- the First Aider is adhering to protocols and acting within the limitations of their training and
- the First Aider is acting in good faith.

Use of the 'Epi Pen'

Members of staff who have been trained in the use of the Epi Pen whether by a parent user or medical staff will also be covered provide that:

- the member of staff is adhering to protocols
- acting within the limitations of the training; and
- they are acting in good faith.

Statutory Requirements on Reporting Accidents

Under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 some accidents must be reported to HSE.

The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include; the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

The following accidents must be reported to HSE on form F2508 if they injure either the Playgroup employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than 7 days (including weekends or public/bank holidays). NB over 3 day injuries must still be recorded in the accident log/book

An accident that happens to children or visitors must be reported to the HSE on form F2508 if:

- the person involved is killed or is taken from the site of the accident to hospital; and
- the accident arises out of or in connection with work.

As with fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within 10 days on form F2508.

The Playgroup must keep a record of any First Aid treatment given by First Aiders. This should include:

- the date, time and place of the incident
- the name and class of the injured person
- details of the injury/illness and the First Aid given
- what happened to the person immediately afterwards (e.g went home, resumed normal duties, went back to class, went to hospital)
- name and signature of the First Aider or person dealing with the incident
- reporting all accidents to the Director of Health and Safety.

Monitoring and Review

This policy will be reviewed on a regular basis to confirm that the arrangements are still appropriate.

A review will also take place if there are any significant changes in the arrangements and also after any significant incident to ensure that the policy was sound in content.

References

- Health and Safety the First Aid at Work Regulations 1981
- First Aid at Work – Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice (ACOP) and guidance L74
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Appendix A

First Aid Training

Any First Aid training must be carried out in line with Health and Safety requirements and by registered and approved providers

The role of the training provider is to:

- provide advice and training relating to Emergency First Aid, including any changes in regulations or employer requirements
- provide First Aid training in line with Health and Safety (The First Aid at Work) Regulations 1981
- provide refresher training; and
- assess and certify as competent to approved standards.

NB Staff who may need to administer First Aid to children under 8 years of age, must undertake a Paediatric First Aid course.

Emergency First Aid at Work

This is the First Aid course suitable for the majority of accidents in a Playgroup environment. On successful completion a certificate is issued, which is valid for three years. Once expired a further EFAW course will need to be taken to remain qualified.

This course takes place over one day.

Paediatric First Aid

This course is for staff who may be required to provide First Aid to children under 8 years of age. The certificate is valid for 3 years.

The course takes place over two days.

Appendix B

First Aid Equipment and Facilities

First Aid Facilities

An appropriate environment on each site to render first aid or allow the person to rest (minor illnesses) must be provided. The environment should be private, allow access to hand washing facilities, drinking water and toilet facilities and should allow the casualty to sit or lie down as needed.

First Aid Equipment

All first Aid boxes should be identified by a white cross on a green background and contain the following minimum items:

- Sterile dressings, 6 small, 6 medium and 6 large
- 20 individually wrapped sterile dressings (blue detectable in food preparation areas)
- 2 sterile eye pads
- 4 triangular bandages
- 12 safety pins
- 2 disposable gloves
- 1X bottle of sterile water
- Individually wrapped moist wipes
- 1 pair of first aid scissors
- 1 roll micropore tape
- 1 Resusciade mouthpiece
- Pencil and paper.

NB There must be no medication within the First Aid box and administration of medication in a First Aid situation is not part of the First Aider's role.

Appendix C1

Parent/Carer Agreement for Playgroup to Administer Medicine

Please complete this form, giving all details, if you wish to give permission for the Playgroup to administer medicine to your child.

Spilsby Playgroup:

child's name:

Parent/carers name

Telephone number

Name of Medication
.....

Possible side effects of the medication (if any)
.....
.....

I have provided all necessary additional information about my child's needs as outlined below or attached to this document. E.g., time of last dose, dosage to be given etc.

I give my permission for named staff at the above setting to give my child medicines as I have provided to the playgroup. This is in accordance with Spilsby Playgroup's policy for the management of medication.

I have read and understood Spilsby Playgroup's Policy for the Management of Medication

Signed..... (Parent / carer)

Signed..... (Playgroup staff)

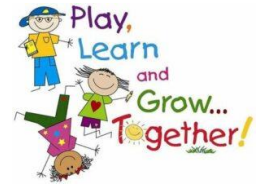
Date.....



Spilsby Playgroup

Tel: 07747 888350

email: spilsbyplaygroup@gmail.com



Bumped Head Letter

Dear Parent / Guardian,

Name.....

Your child has sustained a head injury at school today at approximately.....am/pm

Details

.....

.....

.....

If any of the following symptoms are present, particularly loss of consciousness (even for a short period of time), you should call an emergency ambulance:

- Lasting headache that gets worse or is still present over six hours after the injury;
- Extreme difficulty in staying awake, or still being sleepy several hours after the injury. It is fine to let children go to sleep after a slight bump to the head, but you should check on them regularly and make sure you are able to wake them.
- Nausea and vomiting several hours after the injury;
- Unconsciousness or coma;
- Unequal pupil size;
- Confusion, feeling lost or dizzy, or difficulty making sense when talking;
- Pale yellow fluid or watery blood, coming from the ears or nose (this suggests a skull fracture);
- Bleeding from the scalp that cannot be quickly stopped;
- Not being able to use part of the body, such as weakness in an arm or leg;
- Difficulty seeing or double vision;
- Slurred speech;
- Having a seizure or fit.

Regards,

Spilsby Playgroup