

Young Engineers After-School Club

First Aid Policy

Young Engineers After-School Club recognises that the health and safety of all children, staff, and visitors is of utmost importance. This First Aid Policy is designed to ensure that appropriate procedures are in place to provide immediate care for accidents or illness that may occur during Club sessions.

Responsibilities

Registered Person

The registered person holds ultimate responsibility for first aid provision at the Club and will ensure that:

- A sufficient number of staff are trained in first aid, including paediatric first aid where required.
- First aid equipment and supplies are available, properly maintained, and checked regularly.
- All accidents and injuries are properly recorded and reported, including notifications to parents/guardians and external authorities where necessary (e.g., RIDDOR).
- Staff understand and follow this First Aid Policy.

Manager

The Club manager is responsible for:

- Ensuring that first aid kits are available in each classroom and the main activity area.
- Carrying out risk assessments to identify potential hazards and prevent injuries.
- Supervising the administration of first aid and ensuring that staff follow correct procedures.
- Maintaining up-to-date records of staff first aid training.

All Staff

All staff have a duty to:

- Take reasonable care of children's health and safety, and provide first aid where necessary.
- Be familiar with first aid procedures and the location of first aid equipment.
- Report all accidents, injuries, and incidents to the manager, and record them in the Accident Log.
- Ensure that parents/guardians are informed promptly of any significant injuries or medical incidents.

First Aid Procedures

1. Minor Injuries

- Cuts, scrapes, or bruises will be cleaned, treated, and covered with a suitable dressing.
- Children will be monitored for signs of discomfort or worsening symptoms.
- The incident will be logged, and parents/guardians will be informed at collection time.

2. Serious Injuries or Illness

- In the event of a serious injury, staff will call emergency services immediately.
- Staff trained in first aid will provide immediate care until professional help arrives.
- Parents/guardians will be contacted without delay.
- Details of the incident, actions taken, and any medical treatment provided will be recorded in the Accident Log.

3. Head Injuries

- Any bump or injury to the head will be treated seriously.
- The child will be closely monitored, and parents/guardians will be informed immediately.

First Aid Equipment

- First aid kits are available in all activity areas.
- Kits are checked monthly by the manager to ensure they are fully stocked.
- All staff are aware of the location of kits and how to use their contents safely.

Record Keeping

- All accidents and injuries will be recorded in the Accident Log, including:
 - Date, time, and location of the incident
 - Name(s) of child/children involved
 - Details of the injury and first aid administered
 - Name of staff administering first aid
 - Any follow-up action or advice given to parents/guardians
 - Records will be reviewed regularly to identify trends or recurring hazards and to improve safety procedures.
-



Training

- All staff receive basic first aid training appropriate to their role.
- Staff in direct contact with children are required to have up-to-date paediatric first aid training.
- Training is refreshed as required by current regulations or when staff roles change.

Review

This First Aid Policy is reviewed annually, or sooner if legislation changes or following a significant incident.

Written in accordance with: *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Health [3.44-3.55] & Health and Safety (First-Aid) Regulations 1981*