



# First Aid Policy

General statement of policy First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available.

QPG Hub staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of children, in the same way that parents/carers might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

'Staff' includes employees, visiting activity providers and volunteers.

## **2. Procedures**

### **2.1 Responsibilities**

- The Responsible Person is the Children and Families Worker (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, RIDDOR).
- The named First Aider present is responsible for dealing with the accident and treating any injuries as required.

All staff must be aware of First Aid personnel, facilities and the location of the First Aid box.

- Parents/carers are required to give their consent for emergency medical treatment on the QPG Hub Registration and Consent Form as a condition of registration at the club.

### **2.2 Risk assessment**

A risk assessment of First Aid needs is necessary to ensure adequate provision is available.

This should include:

- identification of children with specific conditions eg, asthma, allergies
- identification of specific hazards in the club premises
- when to call for further help
- the documentation of necessary treatment given.

### **2.3 First Aid provision**

First Aid provision must be available at all times. There must be at least one person who is caring for the children and who is identified as a named First Aider must be on the premises during the hub's sessions.

They must have attended a recognised First Aid course, preferably in Paediatric First Aid, in the last three year.



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**A list of First Aiders is displayed on the QPG Hub noticeboard in the Hub.**

**The QPG Hub First Aid box is located just inside the QPG kitchen cupboard in the Hub.**

### **2.4 Action to be taken by staff**

- Staff should make every effort to minimise the risk of accidents.
- The First Aider present will deal with the accident and treat any injuries as required.

### **FIRST AID POLICY 2**

- An Incident/ Accident Form must be completed for every accident and a copy given to the parent/carer on the day the accident occurs.
- The Children and Families Worker must be informed immediately of any serious accident
- An investigation into any serious accident should be undertaken immediately, or at least on the same day, and judgements should be made as to what can be done to reduce the risk of the accident reoccurring.
- Records should be kept for a minimum of 3 years.

The Children and Families Worker must ensure that accidents reportable to the Health and Safety Executive are reported using the appropriate form (RIDDOR).

These are: accidents resulting in death or major injury accidents which prevent normal duties for more than 3 days loss of consciousness due to asphyxia or absorption of harmful substances fractures / dislocations amputation or loss of sight.

Temporary or permanent chemicals or hot metal burn to the eye penetrating eye injuries electric shock injury leading to hypothermia unconsciousness needing resuscitation / hospital admission for more than 24 hours.