

## *First Aid*

*The 123 Club recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the Club.*

*The Club has a designated member of staff responsible for First Aid and resuscitation. This person has up to date First Aid training and must be updated every 3 years.*

*Other members of staff will have First Aid training so that there is always a qualified First Aider on site.*

*The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1982.*

*The location of the First Aid box, and the names of any other qualified first-aiders, will be clearly displayed around the Club's premises.*

*A First Aid box will be taken on all site visits or outings. This is the responsibility of the designated First Aider, or where this is not possible, the Manager.*

### *In the Event of a Major Accident or Illness*

- *The First Aider will be notified and take responsibility for deciding upon the appropriate action*
- *The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive*
- *If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital. The child's medical form should be taken to hospital.*
- *All such accidents or incidents will be recorded in detail on an Accident Form and filed in the Accident Record File. Parents/carers will be asked to sign in the relevant section of the form to acknowledge the incident or accident and any action taken by the Club and its staff.*
- *If a child is taken to hospital Early Years Team will be contacted and a report sent.*
- *If a child is taken to hospital the Health and Safety*

*Executive will be contacted and a full report sent.*

- The Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Club's policies or procedures, and act accordingly, making suitable adjustments where necessary*
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Club and its staff*
- In an emergency the club personnel will contact parents to collect immediately and the emergency relief worker will attend to support the staff.*

*(updated Sept 2019)*