

First Aid & Medical Emergencies Policy

Holy Trinity After School Club are aware of the duty of care which is owed both to pupils and staff which includes, as appropriate, the administration of First Aid. Staff are also aware that there are situations where the initial assessment of a situation will indicate the need to seek emergency medical support. This may be due to a significant incident/injury occurring or may be indicated in the personal care plan for a child/staff member with a specific medical condition. In the case of an individual with a personal care plan their individual agreed procedure should be carried out. In the case of other serious injury the following should be followed;

MEDICAL EMERGENCY

In the case of a child/staff member/visitor having a significant injury, becoming unconscious, or needing medical attention –

- Do not move the child (or adult) except where they may be in danger if not moved
- Make them as comfortable as possible, using rugs or blanket to keep warm.
- Put into recovery position if applicable.

Assess the patient. If it is felt that immediate medical attention is required:

CALL 999 AND REQUEST AN AMBULANCE AND ASK EXPECTED WAITING TIME AND TELL THEM WHAT HAS HAPPENED TO CHILD/ADULT.

- Call child's parents/guardian arrange for them to meet at After School or at hospital (whichever is more suitable)
- Notify the manager /Principal.

If child is going to hospital without parent a member of staff will accompany the child.

In other circumstances it will be appropriate for staff to administer First Aid.

- Staff regularly undertake First Aid training to ensure that there are always an appropriate number of trained staff on duty.
- Only staff who have been trained should administer First Aid, except where there is a need to act and no trained member of staff is readily available.
- All incidents where First Aid has been administered should be recorded and reported to parents.
- Staff should be aware of where First Aid supplies are stored and it is the responsibility of the Leader/Manager to ensure that supplies are regularly replenished.

Following a First Aid incident a review of the incident will be undertaken to see if similar incidents can be prevented in the future.