

## **ATC FIRST AID POLICY**

- Atc will have an up to date, adequately stocked first aid box. This will be kept by the Manageress' desk at all times.
- The first aid supplies will be checked and re stocked regularly.
- An accident report will be completed for every accident that happens at Atc and parents and manageress will be required to sign it.
- Accident forms will be kept until the child is 21 years old. These will be kept locked away in the cupboard until your child leaves ATC then they will be kept in a locked cabinet at the manageress' home premises.
- For any serious accidents the appropriate agencies will be notified.
- We will review the accident forms per half term to risk assess if any accidents are more frequent than we would like or if certain equipment is regularly involved. Appropriate action will be taken if needed.
- Atc will have at least one first aid trained staff member on duty per session. The qualified first aider will give the first aid treatment.
- We will use only the recommended first aid supplies.
- We will keep oral pain suspension to administer but will only give it to your child if we have first gained your permission.
- If we have to administer medicine to your child you will need to put this in writing with all the relevant details. We will make a record of medicines administered and parents and manageress will sign this form.
- Parents are required to inform us of any allergies or medical conditions on the registration form and keep us updated of any changes.
- Staff will wear non latex gloves when treating open wounds or dealing with bodily fluids.
- Any contaminated dressings will be disposed of in the correct manner.
- First aid training will be kept up to date. Staff will re-qualify every 3 years. This is compliant with Ofsted requirements. Staff will also do a refresher session every year.

# **CHANGES TO FIRST AID POLICY DURING COVID 19 RESTRICTIONS**

- Staff will wear Mask and gloved if they need to deal with situations where 2m distance cannot be maintained.
- Children with symptoms or requiring first aid will be put on a chair by the door.
- We will try to keep to the self-distancing rules, but this may not be possible in all first aid situations.
- If the child can manage their own first aid, eg: applying plasters we will supervise this from a safe distance or apply gloves and mask to help them.
- Staff will wear PPE to avoid infection and wash hands thoroughly after they have dealt with the situation.
- If they come into contact with someone showing any symptoms of COVID 19 they should carefully monitor themselves over the next 14 days and notify the Manageress asap if they develop symptoms themselves then follow government guidelines.
- We would then contact the parents of any children who have come into contact with this person.