

## **First Aid Policy**

**On induction parents fill in Childs registration form to give consent to emergency 1st Aid**

**Procedure of the setting:-** The Manager or person in charge must be informed of all accidents/incidents occurred in the setting.

1<sup>st</sup> aider will assess the extent of the injury, record details of findings and how the issue was dealt with; ensuring documentation is counter signed by parent on the day.

**Minor incident:** - 1<sup>st</sup> aid will be given on the premises, record details in the incident book, report incident to parent verbally and by letter, asking parent to counter sign details written.

**Severe accident:** - 1<sup>st</sup> aider will treat incident until medical assistance arrives, parents will have been contacted of the accident by another member of the team advising of details and were to meet ourselves. Any child hospitalised all records must be reported to Ofsted and H&S Executives.

**Details to be recorded:-** Time, date and nature of any accident, location of the injury, action taken and by whom, circumstances of the accident, adults and children involved and any witnesses, signature of all who dealt with the incident, countersigned by the parent

**It is the manager's responsibilities to review the accidents records regularly to identify any recurring causes of injuries.**

**Please ensure 1<sup>st</sup> Aid box is replenished before putting back**

Dated: 29/10/2009

Review Date: 01/11/2010