



ASPIRE

THE ASPIRE HUB

FIRST AID POLICY

June 2018

FIRST AID POLICY



Children in our care and staff working for us, need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in The Aspire Hub.

The Aspire Hub has separate policies for the administration of medicines and personal/intimate care and Health & Safety

Please see: Medication Policy and Personal/Intimate Care Policy and Health & Safety Policy

Purpose

This policy:

- Gives clear structures and guidelines to all staff regarding all areas of first aid
- Clearly defines the responsibilities of all staff
- Enables staff to see where their responsibilities end
- Ensures good first aid cover is available in The Aspire Hub and on visits

Guidelines

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff will receive Paediatric First Aid and are trained in accident reporting and shown where first aid supplies are stored.

Conclusion

The administration and organisation of first aid provision is taken very seriously at The Aspire Hub. This policy will be reviewed annually.

At The Aspire Hub, all of our staff are Paediatric First Aid trained, this is to ensure that all areas of The Aspire Hub have a competent person present; with sufficient 'spare' to cover and for staff absences.

A register/log is kept of who is first-aid trained and when their training is valid till. The Business Manager is responsible for organising the training and refresher courses.

Roles and Responsibilities

The main duties of a first aider in The Aspire Hub are:

- To complete training and re-fresher courses when necessary
- To give immediate help to casualties with common injuries and those arising from specific hazards at The Aspire Hub
- When necessary, ensure that an ambulance or other professional medical help is called

Appointed Persons

The Aspirations Room Leaders are the appointed persons within The Aspire Hub to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the Room Leaders, the Aspirations Key Workers and the Business Manager will carry out this role.

First Aid Facilities/Supplies

The Staffroom/Office is The Aspire Hubs designated medical room.

The Aspire Hub has 3 first aid kits, which can be found:

Office - 1 x standard first aid kit & Accident book (for staff) in locked cabinet

The Butterfly Room (Classroom 1) – 1 x child first aid kit along with pupil first aid book

The Den (Classroom 2) – 1 x child first aid kit along with pupil first aid book

The Aspire Hub has 3 Medical Blue Plaster and Burns First Aid Kit:
 The Butterfly Room (Classroom 1) – 1 x Medical and Burns First Aid Kit
 The Den (Classroom 2) - 1 x Medical and Burns First Aid Kit

The first aid kits contain sufficient first-aid materials to administer first aid as recommended by the HSE. Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first aid container.



Accident and Injury Reporting

All first-aid incidents should be recorded on CPOMS. Wherever possible staff should speak to the parent/carer concerned. When this is not possible, a slip or comment written in the golden book should be completed and sent home. Where a child has a serious injury or injury to the head, the staff member should inform the Aspirations Room Leader or Business Manager who will decide whether parents should be contacted immediately. All serious injuries should be reported to the Room Leader or Business Manager and should be recorded on CPOMS.

Calling the emergency services

In the case of major accidents, it is the decision of the Room Leader/Business Manager if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must:

- State what has happened
- The child's name
- The age of the child
- Whether the casualty is breathing and/or conscious
- The location of The Aspire Hub

In the event of the emergency services being called, a member of staff should wait by the bottom of the entrance into Chapel Place (on Hammerton Street) and guide the emergency vehicle.

If the casualty is a child, their parents should be contacted immediately and give all the information required. A member of staff should accompany the child if they are taken away in an emergency vehicle.

If the casualty is an adults, their next of kin should be called immediately.

All contact numbers of children and staff are clearly located in the office and on CPOMS.

All accidents and action should be recorded on CPOMS

Date	Ratification	Reviewed by
Feb 17	This policy was ratified by the board of Directors	Directors
August 17	Policy was amended to reflect the changes to The Hub converting to school status	GB
June 18	This policy was reviewed and ratified by Directors	Gill Bullock
June 19	Reviewed – no changes	LB