



BAFTA ACCIDENT AND FIRST AID POLICY

Review Date: September 2017

At least one member of staff with full and appropriate paediatric first aid training will be on the premises or on an outing at any one time. First Aid qualifications will be appropriate to caring for infants and young children.

Accidents and Incidents

In order to deal with accidents and incidents we will ensure that:

- The first aid kit complies with the Health and Safety(First Aid) Regulations
- The First Aid kit is regularly checked by a designated person. The designated person is Mrs Helen McHugh.
- The First Aid kit is clearly marked, accessible to adults and out of reach of children.
- The First Aid kit is located in the BAFTA Club room. Additional First Aid kits are located around the school premises.
- An accident/incident log is on the premises at all times and is easily accessible.
- The accident/incident log is completed as required with the date, time, details of the accident/incident, treatment administered and signed by staff and parents.
- Parents/Carers are informed as soon as possible in the case of major accidents/above the shoulder injuries and asked to sign the report on the day of the accident/incident whenever possible.
- Staff members are aware of the location of the First Aid kit and accident/incident log and the procedure for reporting.
- Parents/Carers have signed the appropriate consent forms on their child's registration to the setting.
- The BAFTA Club follows NHS guidelines on procedures to minimise the risk of infection and children are required to stay away for the appropriate number of days.
- Medical advice/assistance is sought (GP or Hospital) where necessary.

Emergency Procedure

ASSESS SITUATION. - *SECURE FROM DANGER REMOVE OTHER PEOPLE*

TREAT INJURY - *PERFORM ANY TREATMENT NECESSARY*

IF NECESSARY - *CALL ASSISTANCE [DOCTOR OR AMBULANCE]*

INFORM PARENTS - *EITHER BY RINGING, OR AT THE END OF THE SESSION, ACCORDING TO THE SEVERITY OF THE INCIDENT*

ANY SERIOUS ACCIDENT WILL BE REPORTED TO THE HEALTH & SAFETY EXECUTIVE (RIDDOR) AND OFSTED

Monkshouse BAFTA club has valid Public and Employer's Liability Insurance cover. This is part of the school's liability cover. A copy of the policy document is displayed in the school office.

This policy will be reviewed annually and any changes will be made and presented to the school Governing Body.

Signed _____ Chair of the Governing Body

Signed _____ Headteacher

Date _____