



Ecclesall Kids Club

5.1 First Aid Policy

Ecclesall Kids Club requires that the majority of its staff to hold a current Paediatric First Aid Certificate which complies with the requirements of Annex A of the EYFS. Those staff members names are displayed within the club at all times and certificates are also available, within the club at all times. Ecclesall Kids Club will fund staff time to take this qualification and will also fund the cost. The club requires staff to renew their training every 3 years. Where a member of staff leaves before the end of their probationary period the club retains the right to require that the costs of the certificate are repaid in part or full on leaving the club's employment. Staff who are not qualified must not deliver first Aid under any circumstances.

To ensure that there is a **minimum** of two paediatric First Aiders present and available at every club session, we will take into consideration the number of children and layout of the session to ensure that the first aiders are able to respond quickly to any incident. Other staff who do not hold paediatric first aid 12-hour training will be available to ensure timely and effective first aid response to any incident requiring attention. On club trips there must also be a minimum of two Paediatric First Aiders to ensure the first aiders are able to respond quickly to any incident.

On registration all parents are asked to tick the box of Magic Booking which records their agreement to allowing us to deliver emergency First Aid to a child. If this box is unchecked we will contact the parent and seek clarification, it is likely that their child will not be able to be able to attend club under these circumstances.

The First Aid Box is located in the studio Kitchen office along with portable First Aid Bags in both the KS1 and KS2 areas of the club. It is the responsibility of the Health and Safety leads to ensure stock levels are maintained, are in date, are appropriate for children and comply with the Health and Safety (First Aid) regulations 1981. The Duty Manager will ensure a first aid kit will be taken out on all outings.

Emergency Medical Treatment

In all cases the Duty Managers are the lead for First Aid in our setting. They will assess the situation and make a decision as to whether the child or staff member should go to hospital (or an ambulance be called) or whether the casualty can be given basic First Aid and made comfortable so they can wait until the parent/carer or family member arrives to collect them. Depending on the nature of the injury, if this applies to staff the club may make arrangements to get the member of staff home accompanied, or accompany them to hospital if this is required.

The Duty Manager will ensure the child is accompanied to hospital by a member of staff (any medical records or medication we have for the child will be taken with the person accompanying the casualty). The Duty Manager will ensure that sufficient ratios are left to care for the remaining children, they must contact the Business Manager or Committee if this is not the case to enable staff emergency cover to be secured.

Accidents and Incidents are recorded in line with the requirements of that policy for staff and for children. This includes the completion of accident records and the book (for staff) and manual Head injury forms as well as E accident forms for parents. Any serious accident, injury or death may need to be reported to HSE, Ofsted or Sheffield Children Safeguarding Partnership, immediately in accord with the Accidents and Incidents Policy. Our accident Tracker will be reviewed regularly to see if there are trends and change in practices needed.

Trips

It is the responsibility of the Duty Manager to ensure that the portable First Aid kit is fully stocked prior to leaving for trips and that they have all the information they need on each child and any medication to enable them to carry out First Aid if necessary. This might include allergy information, medical conditions information and medications, eg EpiPens and inhalers. This information should be included with the Emergency Contact Information should a parent need to be contacted about the health of their child.

Outdoor Play

It is the responsibility of the Outdoor Paediatric first aid trained staff to ensure that they have a First Aid Kit and Walkie talkie on their person at all times to allow them to administer basic First Aid and call for others when needed.

This policy should be read in conjunction with other relevant policies e.g sick child, administering medicines, health and safety and cleaning of biological fluids.

This policy was adopted by: Ecclesall Kids Club	Date: 1/2/16
Reviewed: 15/7/25	Signed: EKC Committee