



First Aid Policy

Statement of intent

Weybridge Children's Centre understands that First Aid can save lives and prevent minor injuries becoming major ones. The centre, therefore, has a duty to ensure that there are adequate and appropriate equipment, facilities and trained staff that can provide first aid on site for staff, families and visitors.

Aim/purpose

Weybridge Children's Centre will:

- Make adequate provisions for first aid
- Assess the needs based on a number of factors; this will depend on the number of staff, site hazards and its activities
- Determine the number of trained personnel required
- ☐ Ensure First Aid personnel receive any additional training as required. If any specific hazards require more specialised knowledge, then the appropriate training will be arranged.
- Ensure all staff training is up to date

Scope

This policy applies to everyone in the centre, including staff, volunteers, families and visitors. 'Staff' includes both those employed by the centre as well as those from other agencies who provide services for the centre, as part of the multi-agency framework delivering the Every Child Matters Change for Children agenda. This also applies to staff from the statutory and non-statutory sector; the latter includes private, voluntary and independent groups.

Legal context

This policy is covered by:

- ☐ Health and Safety at Work Act 1974
- ☐ Health and Safety [First-Aid] Regulations 1981
- The Childcare Act 2006

Mandatory systems and procedures

The Children's Centre Leader will:

- Be responsible for all the Health and Safety requirements of the Centre; this includes the provision for First Aid resources, training and equipment
- Ensure that the outcomes of the assessment are implemented
- Ensure that there is suitable First Aid cover at all times; at least one trained staff member at any time.
- ☐ Appoint the following: **Registered Paediatric First Aiders** [who hold a current Paediatric First Aid certificate] to act safely, promptly and effectively when an emergency occurs at work; e.g. cardio-pulmonary resuscitation, scalds/burns, shock, eye injury, poisoning, gas/fume inhalation, or injury to bone, muscle or joint, and to maintain simple and factual records for a doctor or hospital as required, **Emergency First Aiders** [who have attended a 1 day First Aid course] to give First Aid as far as

they have been trained and maintain simple and factual records, and finally, **Appointed Persons** to maintain the First Aid boxes and maintain simple and factual records

- Ensure that Registered First aiders attend refresher courses as detailed, and consider the need for Appointed Persons and Emergency First Aiders to attend refresher training if deemed necessary by risk assessment.
- Ensure that there are adequate and appropriate signs so that staff are aware of who, and where, the first aiders and equipment are sited
- Ensure that staff report the use of equipment from the First Aid box to the Centre Leader, and that First Aid boxes are periodically inspected so that expired items are thrown out
- Provide information to staff on First Aid arrangements
- Ensure that for all outreach activities or trips/activities happening off-site, that there is always adequate provision for First Aid requirement

Implementation, methods

The Children's Centre Leader will:

- Ensure that suitable staff are selected to undertake First Aid duties
- ☐ Arrange and keep records of suitable training for First Aid staff
- ☐ Include Health and Safety as a standing item on all team meeting agendas
- ☐ Brief staff from other agencies who use the centre on all aspects of First Aid, including the centre's nominated/ trained staff, facilities and equipment
- Undertake an annual Health and Safety risk assessment, or more frequently if significant changes are made to the centre
- ☐ Ensure that the kitchen has a separate First Aid box as well as any detached parts of the centre.

Self evaluation form [SEF] and annual conversation

This will be monitored on an annual basis with the Local Authority.

Monitoring and reviewing

- It is the responsibility of the Children's Centre Leader to monitor and review the effectiveness of all policies relating to the centre
- ☐ The Children's Centre Leader will review and update this policy as needed each summer prior to the new school year starting in September
- The Children's Centre Leader will update and amend this policy and its procedures in line with any emerging and relevant government legislation or county council guidance

For further information please contact:

Weybridge Children's Centre
Churchfield Pavilion
Churchfield Road
Weybridge
Surrey KT13 8DB
01932 300106
centreleader@weybridgecc.org

It is intended that by adopting this policy and keeping staff, volunteers, families and the management committee informed, trained and updated with procedures, the centre can avoid the need for complaints. However, the Children's Centre Leader is the first point of contact should any queries arise over this policy and its related procedures.

Policy endorsement

Signed by:

Date:.....

Name: Daphne Sohl

Position: Children's Centre Leader