

First Aid

- Staff members will respond to incident.
- Informs other staff members if required to leave the area (may need to get staff cover).
- Take the child out of the situation by either moving them inside or in suspected serious cases ask the other members of staff to move the children.
- Basic First Aid box is available in each room. A more equipped box can be found in the Reception/Main office room.
- Staff members will fill in correct forms i.e. incident or accident forms.
- Staff members to take the child and form to the Manager or Deputy to inform them of accident and signature of acknowledgment.
- Manager or Deputy to inform parents if case requires
- Manager or Deputy will call ambulance in an emergency
- A qualified staff member will give feedback to the parents at the end of the session.

This policy was adopted on;

Date.....

Signed on behalf of R.G.B.D.N.....