



Fun Development

First Aid Policy

All Staff at Fun Development are First Aid trained and are aware of where the First Aid box is kept and what Fun Development's First Aid policy is. If a child or a member of staff injures themselves whilst at our Club, they will immediately be seen to by a First Aider and treated.

All Medical information relating to a child, as well as their emergency contact details are kept on site at all times.

- It is the responsibility of **ALL** staff to check the First Aid box after use to see what needs replacing and what needs to be restocked.
- All accidents involving children and staff need to be recorded on the Accident form
 - **Head Injuries:** Children who suffer a head injury must have the additional Head Injury form filled out and signed by parents.
- If a child requires immediate medical attention, then an ambulance will be called and the child will be escorted to hospital by a member of Fun Development staff who will remain with the child until a parent / carer arrives.
 - Any accident that requires hospital treatment, or treatment by a paramedic on the school site, must be reported to OFSTED.
- Once a child has been seen to and an Accident Form has been filled out, it is then up to the Coach to evaluate the situation and decide whether the child needs to go home immediately, or whether the parents need to be called and informed at once. If the child appears well, then the child will remain at the Club and the parents will be informed once they are collected of the injury.
 - All parents **must** sign the Accident Form on the day of the injury. Under **no circumstances** is a child to go home without the form being signed.
- No member of staff is to administer any child with any type of medication unless a Medication Form has been filled out and signed by the parent/carer. The dosage, time and who administered the medicine must also be recorded on the Administration of Medicine Form. **Under no circumstances** is a child to be forced to take medication. If a child refuses to take their medicine, parents or carers must be immediately informed so that they can come and collect their child and administer the medicine.
- All Allergies are recorded and all staff must familiarise themselves with which children have allergies.