

First Aid Policy

Clube dos Brasileirinhos makes every effort to ensure that all children are safeguarded and well cared for. The children are the centre of our focus in all decision-making and arrangements. The school sees adequate First Aid provision as a vital process of caring for the children. We keep records of illnesses, accidents, and injuries, together with an account of any first aid treatment, non-prescription medication or treatment given to a child.

New staff are given information on all of the Clube policies as part of their induction.

Implementation: Practical Arrangements The first aid boxes are located in the **filling cabinet on the ground floor and another one at the storage room on the third floor**. The contents of the first aid boxes are checked regularly by management.

First aid boxes will be restocked immediately when required.

Practical Arrangements at the point of need

Any member of the school can administer first aid to a child in line with the following procedures:

- Administer first aid as appropriate with full PPE as COVID-19 prevention guideline
- Call for help if appropriate (School Management Silvia Fermo - 07903298296)
- Call emergency services if required - 999 - inform Silvia before if possible
- Ensure everyone is safe and the injured party cared for and accompanied
- Call the parents if appropriate immediately after the incident - inform Silvia before if possible
- Record the incident / accident - keep copy in the folder
- Ensure that everyone relevant knows
- Take any further action as required

If an ambulance is required for emergency treatment, a senior member of staff will accompany the child to hospital. The parents will be notified immediately.

Staff members should call emergency services as soon as it becomes clear the injury is beyond the school's capability and the health of the child is compromised; if in any doubt, refer immediately to a member of the Senior staff.

Recording accidents and informing parents

Members of Staff who deal with an accident or injury must record the incident in the Accident / Incident forms and inform management.

Parents are always contacted if a child suffers anything more than a trivial injury, or suffers a

head injury or if s/he becomes unwell, or if we have any worries or concerns about his/her health. Parents are encouraged to contact the nursery if they have any concern relating to their child's health.

Non Serious Injuries

Parents will be informed of the accident when the child is collected from the school at the end of the session. The records are reviewed regularly by Management and action taken to minimise the likelihood of recurrence.

Records include:-

- the date, time and place of incident
- the name of the injured or ill child
- details of the injury/illness and what first was given
- what happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to playroom, went to hospital)
- name and signature of the person dealing with the incident along with a witness.

Qualified Staff

All staff must have First Aid training at least every 3 years. Clube staff who are currently trained are: Silvia Fermo, Ana Molinari, Leide Estrada e Jessika Rabello

Protocol for Administration of Medicines School

No medicine to be given to any children unless a medical note is provided and a form is filled.

Arrangements for children with particular medical needs

Prior to joining the school, all medical details are required so that the school can provide the level of care expected. Where appropriate, parents and Management, along with any relevant members of staff, will meet prior to a child joining the school to ensure such provision is in place.

Special arrangements, such as, training are made when necessary to ensure medical needs are met.

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