

## First Aid Procedure

Each club/group is to have at least 1 first aid trained leader present at all times.

If the club is split into different rooms (e.g. At Sunday Club) this means that there should be 1 first aid trained person in each room at all times if possible.

If children need to be escorted to the toilet during the club, ideally the first aid leader should not do this but should remain with the majority of children in the room (unless he/she is needed in the toilets).

It is the responsibility of every leader to make themselves familiar with where the nearest first aid kit is situated, and to make themselves aware of who the first aid trained leaders on their team are.

If an accident occurs, the following procedure should be followed:

1. If the leader closest to the accident or approached by the child is **not** first aid trained then it is the responsibility of that leader to call a first aid trained leader to the child. Do not administer any first aid yourself if you are not first aid trained - ie do not give for example a paper towel or if the child is on the floor do not encourage the child to get up.
2. The first aid trained leader should administer any first aid required, involving help from other trained professionals (if present) as deemed necessary.
3. A description of the incident along with any treatment given should be recorded on the back of the register. An accident report (from the book which is behind the photocopier on the window ledge in the church office) should be filled in if any treatment has been given (except for head injuries which should always be recorded in the accident book and parent informed).
4. The completed accident report should be filed away in the club folder (which should then be locked away in the filing cabinet).
5. The parent/guardian should be informed of the incident and the treatment given verbally either in person or on the phone at an appropriate time as soon as possible (depending upon the urgency of the injury), and a copy of the accident form should be given to him/her. The parent should be asked to complete the form similar to the one below to say they are happy with the treatment given. This signed form should also be kept in the club folder.
6. If the first aid kit is running/has run out of a particular resource please inform Helen Beard who will replenish it.

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I have read the accident report number \_\_\_\_\_ for the incident involving my son/daughter

\_\_\_\_\_ (name) and I am satisfied both that this is an accurate

record of the incident and that appropriate treatment was given.

Signed \_\_\_\_\_ (parent/guardian)

Date \_\_\_\_\_