

Inverbrothock Out of School Care Club

Charity Number: SC030097

First Aid Policy and Procedure

At Inverbrothock Out of School Care Club we operate a First Aid policy and procedure. We ensure that all children within the club are safe and always supervised. In the event of an accident or incident taking place the following policy and procedures must be adhered to.

- Only staff with a valid first aid qualification is to administer first aid and medication to children
- All staff must be trained in paediatric first aid
- The first aid kit is in the office, it is kept in the filing cabinet drawer marked first aid.
- The first aid box is checked every three months to ensure the products are still within date and that the bag is fully stocked
- First aid incidents are recorded in the appropriate place and the manager is made aware of all first aid incidents
- All head injuries must be reported to the child's emergency contact immediately.
- In more serious cases the manager must inform the relevant organisations such as the Care Inspectorate
- The accident folder must be reviewed every three months. If the same pattern of accident is occurring, then action must be taken to reduce the risk.

When carrying out first aid:

- You must always wear protective gloves and apron
- You must reassure the child and stay calm
- If you cannot leave the child, you must ask another member of staff for help to get the first aid kit and assist you with the first aid.
- If it is a serious first aid incident the manager must be called for straight away.
- If a child loses consciousness, choking or having a fit (unless this has been identified on the child's medical information form and they do not

require hospital treatment) then an ambulance must be called straight away

- After dealing with a first aid incident, you must fill out an accident or incident form depending on the nature of the first aid
- Parents must be informed of head injuries or any other injury if you think they need to know, before their child is collected
- You must get the manager to read and sign any accident or incident forms
- All first aid waste must be disposed of in a nappy sack before putting in the bin.
- Any first aid spillages must be cleaned up adhering to the infection control policy.

The above policy is approved and hereby adopted by IOOSCC Committee.

Updated July 2025.