

# SHIRLEY CHILDREN'S CENTRE FIRST AID POLICY

This policy links to the following:

- Volunteering
- Family trips and off-site activities
- Partnership with parents and the local community

## Children's Centre Registered First Aiders:

Katie Coomber  
Nicky Cook  
Trifina Haughton  
Sophie Wilkins

## Appointed Persons:

Katie Coomber  
Nicky Cook  
Trifina Haughton  
Sophie Wilkins

Document Control

Amendment History

Version/Issue Number	Date	Author	Remarks/Reason for change	Review Date
1	October 2014	Eyullahemaye Henry-Miller	To be ratified by the governing body	October 2015
2	October 2015	Eyullahemaye Henry-Miller	Review	October 2016
3	October 2016	Eyullahemaye Henry-Miller	Review	October 2017
4	October 2017	Yvonne Charalambous	Review	October 2018
5	October 2018	Nicky Cook & Katie Coomber	Review	October 2019
6	November 2019	Katie Coomber	Reviewed	November 2020

# First Aid Policy

## 1. Statement of intent

Shirley Children's Centre understands that First Aid can save lives and prevent minor injuries becoming major ones. The centre, therefore, has a duty to ensure that there is adequate and appropriate equipment, facilities and trained staff that can provide first aid on site for staff, families and visitors.

## 2. Aim/purpose

Shirley Children's Centre will:

- Make adequate provisions for first aid
- Assess the needs based on a number of factors that will depend on the number of staff, site hazards and activities
- Determine the number of trained personnel required
- Ensure First Aid personnel receive any additional training as required. If any specific hazards require more specialised knowledge, then the appropriate training will be arranged

## 3. Scope

This policy applies to everyone in the centre, including staff, volunteers, families and visitors. 'Staff' includes both those employed by the Croydon Council as well as those from other agencies who provide services for the centre, as part of the multi-agency framework delivering the Every Child Matters change for children agenda. This also applies to staff from the statutory and non-statutory sector; the latter includes private, voluntary and independent groups.

## 4. Legal context

This policy is covered by:

- Health and Safety at Work Act 1974
- Health and Safety [First-Aid] Regulations 1981
- The Childcare Act 2006

## 5. Mandatory systems and procedures

The Children's Centre Manager will:

- Be responsible for all the Health and Safety requirements of the centre; this includes the provision for First Aid resources, training and equipment
- Ensure that the outcomes of any assessments are implemented
- Ensure that there is suitable First Aid cover at all times; e.g. school holidays, out of hours activities etc
- Appoint the following: **Registered First Aiders** who hold a current First Aid at Work/Paediatric First Aid certificate to act safely, promptly and effectively when an emergency occurs at work; e.g. scalds/burns, shock, eye injury, poisoning, injury to bone, muscle or joint, and to maintain simple and factual records for a doctor or hospital as required. **Appointed Persons- (Nicky Cook)** to maintain the First Aid boxes and maintain simple and factual records
- Ensure that Registered First aiders attend refresher courses as detailed, and consider the need for Appointed Persons

- Ensure that there are adequate and appropriate signs so that staff are aware of who and where the first aiders and equipment are sited
- Ensure that staff report the use of equipment from the First Aid box to the centre manager and that First Aid boxes are periodically inspected so that expired items are thrown out
- Provide information to staff on First Aid arrangements
- Ensure that for all outreach activities or trips/activities happening off-site, that there is always adequate provision for First Aid requirements

## **6. Implementation, methods**

The Children's Centre Manager will:

- Ensure that suitable staff are selected to undertake First Aid duties
- Arrange and keep records of suitable training for First Aid staff
- Include Health and Safety as a standing item on all team meeting agendas
- Brief staff from other agencies who use the centre on all aspects of First Aid, including the centre's nominated/ trained staff, facilities and equipment
- Undertake an annual Health and Safety risk assessment, or more frequently if significant changes are made to the centre
- Ensure that the kitchenette has a separate First Aid box as well as any detached parts of the centre.

## **Self evaluation form (SEF) and annual conversation**

This will be monitored on an annual basis with the Local Authority.

## **7. Monitoring and reviewing**

- It is the responsibility of the Children's Centre Manager to monitor and review the effectiveness of all policies relating to the centre
- The Children's Centre Manager will review and update this policy in line with the children's centre policy review cycle
- The Children's Centre Manager will update and amend this policy and its procedures in line with any emerging and relevant government legislation or Croydon Council guidance

## **8. For further information please contact:**

Katie Coomber  
Universal Services Coordinator  
Shirley Children's Centre  
34 Lilac Gardens  
Shirley  
Croydon  
CR0 8RN  
Tel contact: 020 8777 2119  
Email: [info@shirleychildrenscentre.org.uk](mailto:info@shirleychildrenscentre.org.uk)

It is intended that by adopting this policy and keeping staff, volunteers, families and the management committee informed, trained and updated with procedures, the centre can avoid the need for complaints.

However, the Children's Centre Manager is the first point of contact should any queries arise over this policy and its related procedures.

#### **9. Policy endorsement**

This policy is agreed and signed by the governing body of Forest Academy School