

REIKI the PEOPLE First Aid Procedure

REIKI the PEOPLE makes every effort to ensure that all children are safeguarded and well cared for. The children are the centre of our focus in all decisions-making and arrangements. Our setting sees adequate First Aid provision as vital in the daily process of caring for the children.

REIKI the PEOPLE keeps 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 REIKI the PEOPLE policies as part of their induction.

Implementation: Practical Arrangements

Practical Arrangements at the point of need

REIKI the PEOPLE always has at least one first aider on site with a full paediatric first aid qualification. The following steps outline procedure for dealing with a first aid incident:

- Administer first aid as appropriate • Call for help if appropriate
- Call emergency services if required
- Ensure everyone is safe and the injured party cared for and accompanied
- Call the parents if appropriate Immediately after the incident
- Record the incident / accident- to be signed by the parent/guardian upon collection • 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 REIKI the PEOPLE'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 book 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 REIKI the PEOPLE 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 activities 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
- name and signature of the person dealing with the incident along with a witness.