



FIRST AID POLICY AND PROCEDURES

Date created: Sept 2019 by Claire Hughes

We are committed to reviewing our policy and good practice annually.

Reviewed by CSH Aug 2020, Aug 2021 Aug2022 June2023CSH Aug2024 CSH

June2025 CSH with amendments Aug25 CSH

Woodland Nurture's overarching priority is to keep all children safe at all times.

This Policy shall be applied during all Woodland Nurture sessions.

This policy should be read in conjunction with the Accident and Injury Policy.

- First Aid is carried out only by qualified Outdoor and Paediatric First Aiders
- Minor First Aid will be treated by the trained first aiders and parents/carers spoken to at the end of a session. This will be logged in the First Aid log.
- We have a daily designated First Aider who acts as countersignatory on all incidents. They will decide whether the injury requires an incident form as well as going in the first aid log. For example, if the injury is due to something that needs to be addressed/changed such as a sharp nail/dangerously placed rope etc an incident form will be completed explaining what action was taken to prevent repeat injuries.
- Calpol is kept in the first aid boxes and if it is considered by the first aider that it is required, parental permission via a phone call will be sought prior to administering. A log will be kept to monitor the time and dosage of the Calpol administered, by whom and the child's temperature if relevant. A copy of this log will be handed to the parents upon collection.

If there is a more serious incident:

- The Designated First Aider will assess the situation, the nature and extent of the injury/accident, giving first aid as necessary and calling for support from other participants if and when deemed appropriate.
- The "Group Manager" will ensure that the rest of the group are safe from danger and are adequately supervised, and kept as calm as possible.
- If appropriate, an ambulance will be called. Procedures and details can be found on the emergency sheet in the happy bag.
- Parents will be contacted and updated.
- A monitoring form will be completed
- An incident report will be completed within 24 hours and lessons learnt will be addressed if necessary.

Head injuries

At Woodland Nurture we acknowledge that head injuries can be serious and can lead to concussion, brain damage and even death. As such we treat them very seriously and follow these procedure:

Any head injury is seen to by a First Aider who will:

- Assess the injury
- Ensure the injured party refrains from any physical activity for the rest of the session
- Continuously monitor in order to plan care.
- Contact the parents to inform them of the head injury and advise them to continue monitoring.
- Complete required injury forms.

SIGNS THAT AN AMBULANCE SHOULD BE CALLED:

- unconsciousness or lack of consciousness (for example problems keeping eyes open)
- Problems with understanding, speaking, reading or writing
- Numbness or loss of feeling in part of body
- Problems with balance or walking, general weakness
- Any changes in eyesight
- Any clear fluid running from either or both of the ears or nose
- Bleeding from one or both ears
- New deafness in one or both ears
- A black eye with no associated damage around the eye
- Any evidence of scalp or skull damage, especially if the skull has been penetrated
- A forceful blow to the head at speed (for example a pedestrian struck by a car, a car or bicycle crash, a diving accident, a fall of less than 1 metre or a fall down any number of stairs)
- Any convulsions or having a fit
- Vomiting
- Any change in behaviour including irritability, lack of concentration or lack of interest.

First Aid Kits:

- There are First Aid kits in each of the "Happy Bags" and the main register bag.
- There is spare First Aid supplies in the box in the container
- The log book is stored in a zip-bag in the register bag
- Calpol and Calpol forms are kept in the zip-bag in the register bag
- If stock is getting low in the register bag it will be replenished from the supply box.
- If stock in the supply box is getting low staff must inform Claire Hughes so she can re-order.

- Appendix 1:



Calpol Log:

Should a child require Calpol during a session, the first aider should first ring the child's parents to gain permission and check they have not recently had some Calpol or similar.

If permission is granted, record below:

Child's name:

Child's age:

First Aider:

Date:

Child's symptoms:

Temperature of child (if relevant):

Dosage given:

Time:

Monitor child and record any change in symptoms and times:

