



# First Aid Policy

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PLANNED REVIEW: Annual	PREPARED BY: David Johnson CEO 	PLANNED REVIEW DATE: 01/05/2024

Every member of PEAK's staff must have a minimum L2 First Aid qualification. All staff will be provided with the opportunity to complete a L2 qualification prior to beginning their employment with PEAK.

PEAK will request the right to administer first aid from parents of all children through our on-line booking system. If any parent chooses for us to not administer first aid in the event of an accident PEAK have the right to refuse admission to our community activity. Alternatively an arrangement may be made with the parent that following any accident that does require treatment we will contact the parent who MUST attend immediately to attend to their child.

PEAK recognise that accidents and required first aid treatment cannot always be pre-determined, however when faced with the need to administer treatment to a child our best practice protocol is as follows:

Minor bump to head

- 1) Full assessment by 1st aider
- 2) Phone call to parent to inform
- 3) Accident form completed

Major bump to head – Resulting in symptoms of concussion, but not unconscious

- 1) 1st aid administered
- 2) Phone call to parent to come and take child to hospital
- 3) Accident form completed

Minor knocks and scrapes to torso and limbs

- 1) Full assessment by 1st aider
- 2) Accident form completed

Major knocks and scrapes to torso and limbs – Resulting in symptoms of a broken bone, with full consciousness and no blood loss

- 1) 1st aid administered
- 2) Phone call to parent to come and take child to hospital
- 3) Accident form completed

Severe bumps and knocks – Leading to unconsciousness and blood loss

- 1) Emergency 1st aid deployed
- 2) Ambulance called for
- 3) Phone call to parent
- 4) Member of staff travelling with child to hospital

Vomiting

Phone call to parent to come and pick child up and to not return to camp for at least 48 hours

Feeling ill

Phone call home to inform parent and discuss plan of action