



First Aid and Accident Reporting at ELHAP

FIRST AID

Throughout the ELHAP premises, first aid provisions will be available at all times in appropriate and accessible First Aid Boxes.

The first aid boxes are kept in the downstairs kitchen, in the upstairs landing, in each minibus and in each outings rucksacs (set up for use on outings only).

At least five employees will receive will receive appropriate first aid training. Qualified First Aiders are listed on signs upstairs and downstairs.

All new employees and volunteers will be told as part of their induction of the location of first aid equipment and the employees who have received first aid training.

A record of all first aid cases treated will be kept on an ELHAP Accident Report Form which are then stored in the Accident Folder in the main office.

The storage and administration of all medication at ELHAP will conform to the ELHAP Medication Policy.

ACCIDENTS AND EMERGENCIES

All employees must report all incidents which did or nearly resulted in personal injury to themselves or others, to the ELHAP Health and Safety Officer and to the Manager and make sure the accident is recorded in an ELHAP Accident Report Form.

Senior staff will contact the school, family or whoever is responsible for the child's presence on the playground in order to report the accident and the action taken.

It is the responsibility of the Manager to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

The Manager is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) to the Health and Safety Executive's Incident Contact Centre. RIDDOR covers the following incidents:-

- (a) Fatal accidents
- (b) Major injury accidents\conditions
- (c) Dangerous occurrences
- (d) Accidents causing more than 7 days incapacity for work
- (e) Certain work-related diseases.