



First Aid

The contents of the first aid boxes are regularly checked by a qualified first aider.

At all times there are a minimum of at least two staff qualified to administer first aid at each session.

All our members of staff hold a certificate in First Aid and update their training every three years.

Any injuries, diseases and dangerous occurrences will be reported both to OFSTED and to the Health and safety Executive (RIDDOR)

There are two first aid boxes on the premises at each setting;

Alburgh

One first aid box is kept on the shelf in the main bathroom

The second first aid box is located in the kitchen on the work surface.

The accident and incident record books are kept on the shelf in the main room. These are regularly monitored, by the Health and Safety coordinator Karen Edwards; any significant or recurring accidents will be reviewed and discussed at staff meetings, and any necessary changes will be agreed put into place.

Kim Eagle is responsible for checking and ensuring that all the first aid boxes are suitably stocked.

Harleston

One first aid box is kept on the wall in the staff bathroom.

The second first aid box is in the sensory room, on the shelf next to the telephone.

The accident and incident record books are kept on the shelf by the front door along with the visitors book and critical incident (red) book. These are regularly monitored, by the Health and Safety coordinators Emily Hultoana & Emily Waterfield; any significant or recurring accidents will be reviewed and discussed at staff meetings, and any necessary changes will be agreed put into place.

Emily Waterfield is responsible for checking and ensuring that all the first aid boxes are suitably stocked.