**VICTORIA COLLEGE BELFAST**

**(incorporating Richmond Lodge School)**

**Day Care**

**First Aid Policy- referencing Standard 3**

**1. Rationale:**

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a healthy and safe environment. The purpose of this policy and accompanying procedures is to establish a clear framework for the distribution of first aid within the Day Care setting.

**2. Definition:**

This policy applies to all teachers, leaders and assistants, employed by the Victoria College Day Care. The policy covers the distribution of First Aid within the Victoria College Day Care setting.

**3. Aims and Objectives:**

1. To ensure that all minor accidents are treated using correct First Aid procedures.

2. To ensure that only staff trained in First Aid will carry out First Aid.

3. To ensure that that each room within the setting has a full and complete First Aid box.

3. To inform staff and parents of the policy and procedures for First Aid and guidelines for sick children in the Day Care setting.

**4. Procedures:**

* All staff working in the setting are trained in First Aid. All members of staff within the setting have undertaken Paediatric First Aid training.
* All minor accidents will be treated be a First Aider. Details of the accident and treatment given will be recorded in the Accident Book. This will be shared with parents when they collect children and a signature will be required in the Accident Book.
* The First Aid boxes are checked and replenished on a termly basis by the Deputy Manager.
* No child will be admitted to the care setting when suffering from a contagious illness. In line with the Public Health Agency regulations, a list of the recommended exclusion periods from the Day Care setting is displayed in the entrance of the setting and copies shared at Induction.
* If a child is taken ill at the setting, every effort will be made to contact the nominated people and they will be asked to collect their child immediately.

**5. Review and Evaluation:**

The policy will be reviewed at least once a year by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.