

ABBOTS HALL OUT OF SCHOOL CLUB

FIRST AID FOR STAFF

Staff members are responsible for their own first aid where possible, in any situation that they are unable to perform first aid on themselves it will be the responsibility of the Manager or Deputy Manager, that is on shift.

They will be responsible for all first aid, and the corresponding paperwork as well as providing a hand over if further medical assistance is required.

All staff members complete a medical questionnaire which is stored within their personal file, this lists allergies to foods, medication, or PPE. This information is also on the allergies form in the kitchen area and the Manager and Deputy Manager are always informed about any changes as soon as possible.

If a staff member is required to take medication while at work this will be administered using the same procedure the club has in place for any medication in the setting.

Staff will not share prescribed medication; all staff medication will be locked away in the unit in the accessible toilet which will always remain locked.

All medications must be logged, dates checked, and packets and instructions kept with the medication being used.

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