



## Standard Operating Procedure

### DCS, MOD Schools, Early Years Settings

#### Standard Operating Procedure (SOP): First Aid

Written by: Anita Collins

Date written: 01.07.2021

Approved by: Anita Collins

Reviewed Date: 24/08/2023

Review annually or if any changes are made to support practice.

#### 1. Purpose

To ensure all staff are paediatric first aid trained and there is always at least one-person Emergency First Aid at Work trained. Also, to ensure all settings are following the same procedures regarding infection control within the Early Years' Settings.

#### 2. Scope

- Staff to familiarise themselves with any children with medical/health needs.
- Staff to know locations of all first aid boxes within the setting.
- All settings will follow public health guidance on infection control in schools

[https://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)

- Parents to be notified of any confirmed infectious disease.
- Parents of vulnerable children will be notified immediately as a precaution of any infections that may be considered more significant to their child.
- Pregnant ladies will be individually notified of any infectious diseases that cause a rash so that they can be cautious of any new rashes that may need further investigation by a doctor.
- Regular cleaning schedule to be adhered to. Deep cleaning required if and when an outbreak occurs or a significant infection is confirmed within the setting (eg COVID-19)
- Additional daily cleaning schedule to be in place to record additional cleaning taking place to reduce the risk of contamination on high contact surfaces (eg door handles, light switches etc).
- Individual risk assessments to be written and followed for significant infectious diseases (eg COVID-19).
- Resources to be cleaned and swapped on a regular basis.
- In the event that a child begins showing symptoms of an infectious disease parents will be contacted immediately to collect the child. Whilst waiting for parents to arrive the child will be cared for by one member of staff in a room away from the group. If



COVID-19 is suspected the staff member will wear a mask and keep the room well ventilated. All areas will be thoroughly cleaned afterwards. If COVID-19 is confirmed, the COVID team on station will be notified immediately and manager will follow advice and instruction from the COVID team. DCS Early Years Advisor will also be notified.

### **3. Responsible Persons**

- Management team and all colleagues are responsible for first aid and infection control within the setting. All parents are responsible for ensuring their children are infection free when arriving at the setting.

### **4. Responsibilities**

- Manager to book paediatric first aid training for all staff and ensure refresher courses are logged in the diary.
- Manager/Deputy to ensure training matrix is up to date.
- SHEF Co-ordinator to ensure names of trained first aiders are displayed and that the list is logged in the SHEF file.
- SHEF Co-ordinator to check and replenish first aid boxes monthly
- Manager will notify Public Health of any outbreaks of an infectious disease within the setting.
- Manager will notify Public Health of any confirmed cases of a notifiable disease.
- Manager to notify COVID team of any confirmed cases within the setting.
- Manager to liaise with local Health Team on further action after a confirmed case of COVID-19.
- Manager and Early Years Advisor to issue a statement to parents as soon as possible if a confirmed case of COVID-19.