

FIRST AID POLICY

INTRODUCTION

The **First Aid procedure** at Naomi's Garden is in operation to ensure that every student, client, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the **team** consists of **qualified First Aiders** and **not** trained doctors or nurses.

In the event of an accident all members of Naomi's Garden community should be aware of the support available and the procedures available to activate this.

Our **First Aiders** are: Heather Blacow, Michelle Bellini and Sarah- Jayne Walker and they hold Level 2 First Aid for paediatrics and in the work place.

The First Aid area, along with a first aid kit for administering First Aid can be found in the Communal Café. The lockable medical cupboard including the accident book, can be found in the Donna's Office (first floor)

All staff who are trained in First Aid in the workplace are clearly identified in NG office (next to Café)

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for students, clients, staff and visitors.
- To ensure that all staff, clients and students are aware of the system in place.
- To provide awareness of Health & Safety issues within the building, on activity days out, therefore to prevent, where possible, potential dangers or accidents.
- ***NB The term FIRST AIDER refers to those members of NG community who are in possession of a valid First Aid at work certificate or equivalent.***

STATEMENT OF GENERAL POLICY

- To record all accidents and injuries in the accident book
- To inform parents or carers of serious injuries or accidents
- Medicine will only be administered with the parent's permission
- A first aid box will be taken on all off site trips
- Regular staff training will be provided every three years

- To ensure that we have parental / carers permission before administering emergency first aid
- To have at least one staff member fully qualified in Pediatric First Aid

FIRST AIDERS will:

- Ensure that their qualification and insurance [provided by Naomi's Garden] are always up to date.
- Ensure that first aid cover is available throughout the working hours.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that the portable first aid kit (located in communal cafe) is adequately stocked
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents or carers to pick up a child or client to take them to hospital; ensure that parents and carers are aware of **all** head injuries promptly.
- Ensure that a child or adult client who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted
 - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison **must** occur with the staff member in charge of cover, to ensure that activities are covered in the event of an absent member of the team.
- A record must be kept of each student or adult client attended to, the nature of the injury and any treatment given, in the book provided by the First Aid cabinet in the office on the First Floor. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

THE TRUSTEES will:

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on NG premises.
- Ensure all new staff are made aware of First Aid procedures at NG.

THE LEAD STAFF MEMBER ON DUTY will:

- Ensure that they always obtain the history relating to all clients or students not feeling well, particularly in the cases of headaches, to ensure that no injury has caused them to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student/client **must** be referred to a First Aider for examination.
- At the start of each holiday club, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, or epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student in each club and ensure that these are readily available for staff responsible for club sessions and trips out.

STAFF MEMBERS will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students or clients when publicised by the Lead Staff Member on Duty.
- Ensure that their students or clients are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to D Rusling, as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Contact parents or carers of students or clients if they feel unwell and await for their arrival to collect them.

- Ensure that they have a current medical consent form for every student that they take out on a trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

OFFICE STAFF will:

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student or client. This should be done by mobile telephone giving the specific location of the casualty.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Contact parents or carers if a students or client does not feel well.
- **NOT** administer paracetamol or other medications without prior consent from parents or carers.

GENERAL PROCEDURES

- Plastic gloves are to be worn when dealing with all incidents.
- Cuts are cleaned using, where appropriate running water and/ or alcohol wipes and if needed, plasters are available.
- Bloods/soiled dressing and used gloves should be disposed of appropriately
- Minor incidents and accidents should be dealt with, wounds cleaned etc.
- An up-to-date list of each child and adult medical conditions, asthma etc. is kept in their personal file.
- Any incident that has required First Aid treatment by a qualified First Aider should be recorded in the Accident Record book and parents / carers informed if necessary.
- Ice packs are available to be used to reduce the swelling for bumps and suspected strains and sprains or alternatively a cold compress. If ice packs are used then these are first wrapped in a paper towel to prevent contact with the skin.
- Injured/poorly clients/ students must never be left alone or sent alone for help.
- The first aid equipment is regularly checked and managed by R Cartwright.

HEAD INJURIES

- Parents and carers must be informed of any head injury, on the phone or in person. A head injury must be dealt with by a Senior First Aider who is responsible for making the decision to call parents / carers. If they have been contacted by telephone, they will be encouraged to collect their child/relative from the club or one to one session they are attending and seek further advice either from a doctor or accident and emergency department. Details are recorded in the Accident book.

PRECAUTIONS FOR OFFSITE ACTIVITIES

Staff involved with any off-site activities must take a First Aid box, and a sick bucket containing essential cleaning aids. A person trained in First Aid should accompany the children on the visit. First Aid should also be an essential element of informing the risk assessment for the visit. It is the responsibility of the staff member in charge to take a first aid box with them on the visit and they will also carry any medication needed for individual children. Staff supervising excursions will always be aware of the medical needs and relevant emergency procedures of those individuals in their care. Copies of medical forms for children with specific needs will be taken on the visit. Staff will always carry mobile phones for emergency use. If staff are concerned about whether they can provide for a young person's safety, or the safety of others, on a visit, NG will seek parental views. Prior to a visit medication should be handed to the first aider by parents/ carers. Following the visit, the first aider will hand back any medication to the child's parent / carer. (Medication should not be handed back to the child).

HOSPITAL TREATMENT

If a child / client needs hospital treatment in a non-urgent situation, the parent / carer will be contacted to accompany them to hospital. If the parent / carer cannot be contacted, then permission must be given by a Senior First Aider to ring for a taxi and a first aider accompany the child / client in the back of a taxi. A Senior First Aider must always be left on NG premises. Every attempt to contact the parents / carers will be made by NG. If contact is unsuccessful the Senior First Aider, will act on the parents' / carer's behalf, providing parents / carers have signed consent forms to this effect.

AMBULANCE EMERGENCY

In an emergency a Senior First Aider must be informed, a person trained in first aid must attend to the casualty and an ambulance called for without delay. The parents/carers will then be contacted. A member of staff must then accompany the child/client to hospital and wait for the parent/ carer to arrive. A Senior First Aider must always be left on the NG premises. Every attempt to contact a parent / carer will be made by Naomi's Garden. If contact is unsuccessful the Senior First Aider, will act on the parents' / carer's behalf, providing parents / carers have signed consent forms to this effect.

HYGIENE CONTROL GUIDELINES

It is advisable to follow the Hygiene Control Guidelines recommended by the DfE listed below in all instances to provide protection against a range of infections to which staff at NG may be exposed. The following is a basic hygiene procedure which should be put into operation in all instances against a range of infections which members of NG community may be exposed to:

Personal Hygiene

- Toothbrushes or other implements which could become contaminated with blood must not be shared
- Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.
- Sanitary towels and tampons should be placed in the disposal bins provided.
- Hands are to be washed with soap after going to the toilet and before food.
- Hand sanitizers will be provided for use by all members of NG community.

- Separate cleaning equipment is to be used for toilets.

Accidents Involving External Bleeding/Bodily fluids

- Normal First Aid procedures should be followed, which should include the use of disposable gloves.
- Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed.
- Cotton Wool should not be used in cleaning wounds since it is not sterile and could cause infection.
- As soon as possible seek medical advice should the bleeding continue.

Splashes of blood from one person to another

- Splashes of blood on the skin should be washed off immediately with soap and water.
- Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.
- After accidents resulting in bleeding, contaminated surfaces, e.g. tables or furniture should be disinfected. Separate cleaning equipment is to be used.

ADMINISTRATION OF MEDICINES

Please read the Medication Policy alongside this document

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURENCES

We will report work-related accidents, diseases and dangerous occurrences according to the regulations relating to RIDDOR. Full details of all occurrences which need to be reported may be found in the Health and Safety file in the office.

THE EXECUTION OF THIS POLICY will be monitored by both the FIRST AID TEAM and THE TRUSTEES

Policy Adopted by Trustees on: 24.01.2022
Policy Last Reviewed on: 01.06.2023
Policy Due for Review on: 31.05.2024