

FIRST AID POLICY



All RDA Groups are advised to regularly check www.hse.gov.uk/firstaid as this has the most up to date regulations concerning First Aid. It is a very useful site and will be able to answer any queries you may have regarding the first aid requirements for your group activities.

1. Aims of First Aid:

- a. To preserve life.
- b. To prevent condition worsening.
- c. To promote recovery.

*'First aid is the initial assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance, doctor or other qualified person'.
First Aid Manual*

2. First aid levels required for every member group

- a. Someone with an up-to-date minimum certificate achieved by attending one of the courses recommended in (b) below, as a minimum, must attend every group session. It is advisable for each group to have at least two nominated First Aiders to ensure that this is possible. The RDA Group and the First Aiders must know who these nominated First Aiders are, and their names should be shown in the group's records.
- b. Recommended courses
 - (i) British Red Cross, Emergency First Aid at Work, 1 day course.
 - (ii) St John Ambulance, Emergency First Aid at Work, 1 day Course.
 - (iii) Medi-K/ First Aid Training Cooperative, Emergency First Aid at Work Course, 1 Day Course
 - (iv) A course equivalent to EFAW with similar hours and standard of training to (1) and (2) and a syllabus that includes:
 - Aims and principles of first aid
 - First aid equipment/record-keeping/H&S regulations
 - Management of incidents/emergencies
 - Care of the unconscious casualty
 - Resuscitation
 - Commonplace injuries e.g. blood loss, shock, burns.

Any such course must be industry-accredited and be delivered by a regulated First Aid training provider/ organisation and must provide a course certificate or other record of training/qualification upon completion.

There may sometimes be a requirement for the longer 3-day courses to be completed (First Aid at Work - 'FAW'), e.g. if a coach is undertaking a senior qualification, and these can also be obtained from the Red Cross, St John Ambulance or The British Horse Society (2-day duration).

3. First Aid Kit

- a. The First Aid kit must be readily available at each group session. Any participant with a condition that may require medical treatment must be accompanied by a carer who can administer appropriate treatment, if necessary.
- b. The First Aid kit must be adequately stocked in line with the needs for your group. HSE do not have a mandatory list but state it must meet what you assess your needs to be, as part of the risk assessment process. A suggested **minimum** stock is listed below.

Contents

It must not include medication of any kind.

A leaflet giving general guidance on First Aid (e.g. HSE's leaflet: Basic advice on first aid at work, available to download from www.hse.gov.uk/firstaid)

- *Individually-wrapped sterile adhesive dressings (assorted sizes)*
- *Sterile eye pads*
- *Individually-wrapped triangular bandages, preferable sterile.*
- *Safety pins*
- *Large, individually wrapped, sterile, undedicated wound dressings.*
- *Medium-sized, individually wrapped, sterile, undedicated wound dressings.*
- *Pen and paper, to write down names and addresses of witnesses to incidents.*
- *Accident report Book.*
- *Resuscitation Pack (face shield, disposable gloves, wipes and guidance notes)*

This is a suggested list only and every group is responsible for assessing their own individual needs and adjusting the contents accordingly.

Maintaining or replacing contents of a first aid kit

Ensure that you check your kit regularly. Many items, particularly sterile ones, are marked with expiry dates. Replace expired items, disposing of them safely. If a sterile item doesn't have an expiry date, check with the manufacturer to find out how long it can be kept. For non-sterile items without dates, you should check that they are still fit for purpose.

4. Information that must be immediately available to the First Aider.

These can be kept in the First Aid box for ease of access, except for participant's personal details, which must be kept securely in line with [GDPR](#)* but be accessible when required:

- a) Where the nearest telephone is

- b) Telephone number of the nearest doctor.
- c) Telephone number of the local ambulance (e.g. 999 or 112).
- d) Participants' school/hospital/centre/home contacts
- e) Telephone number and address (with postcode, OS grid reference, What3Words reference) of the group's venue to give to the emergency service(s) if they are needed

5. Recording of Accidents/ Incidents

Each group is responsible for recording in their Accident/Incident Records Book all relevant information about any accident or incident that may be required for reference at a later date in the event of query or an insurance claim. **When required by HSE, this information must be transferred to a RIDDOR report form (see RIDDOR guidance on www.myrda.org.uk or [HSE website](http://www.hse.gov.uk)).**

- a) The Accident Book must be readily available at each group session.
- b) All reports must be written in ink, signed and dated.
- c) All records of accidents/incidents should be kept ~~indefinitely~~ in group files, in accordance with GDPR* and RDA Policy*

*<https://myrda.org.uk/assets/RDA-Group-Privacy-Notice.docx>

*<https://myrda.org.uk/assets/RDA-Group-Data-Protection-Policy.docx>

Information required in Report of an Accident or Incident

- a) The date, time and place of the accident/incident
- b) The full name and address of the person in charge
- c) The full name and address of each person injured and:
 - Their date of birth
 - Their riding experience/ability
 - The name and address of the school/centre attended (if relevant)
 - The name of the person responsible (parent/guardian/carer) at the time of the accident/incident for the person injured
- d) Basic details of the equine(s) involved (name, breed, age, size etc.)
- e) The full name, address, role and signature of anyone else involved.
- f) The names, addresses and signatures of at least two witnesses, if present

- g) Description of the accident/incident. Avoid speculation or supposition as to the cause of or responsibility for the accident/incident and state ONLY the facts of how it occurred and the outcome.
- (i) Assessment of resultant injuries
- Type(s): Abrasion, cut, sprain, break etc.
 - Site(s): Place, limb(s) involved, right, left, back, front of body
- (ii) Extenuating circumstances (e.g. weather, unforeseen conditions, noise etc.)
- (iii) Full details of medical attention given (if any) and by whom
- (iv) Details of hospitalisation (if required).
- h) If the injured person (or otherwise the person who is responsible for the injured person) is able to do so, ask them to read, agree, sign and date the report.
- i) The date on which RDA National Office or RDA insurers was informed. In line with current RDA insurance requirements, any accident that requires medical attention or that might reasonably be expected to result in a claim, or involves damage to property, **must be reported immediately to:**
- The RDA UK Director of Finance & Resources:**
<https://myrda.org.uk/runningyourgroup/contact-us/>
- Or insurers:** <https://www.howdengroup.com/uk-en/riding-for-the-disabled>
- j) Updates to the report may be added underneath the signatures. Such updates must be signed and dated and must contain full details of who has provided this further information, and in what capacity.