

04 Health procedures

**04.1 Accidents and emergency treatment**

**Person responsible for checking and stocking first aid box:** JAMES BOWLEY-FARLEIGH & LAURA SHAKESPEARE

Fawn’s Farm promotes health by ensuring emergency and first aid treatment is given as required.

Visitors consent to emergency medical treatment consent on registration.

* All staff are paediatric/emergency first aiders who regularly update their training; First Aid certificates are renewed at least every three years and refresher training is completed yearly.
* All members of staff know the location of First Aid boxes, the contents of which are in line with St John’s Ambulance recommendations as follows:
* 20 individually wrapped sterile plasters (assorted sizes)
* 2 sterile eye pads
* 4 individually wrapped triangular bandages (preferably sterile)
* 6 safety pins
* 2 large, individually wrapped, sterile, un-medicated wound dressings
* 6 medium, individually wrapped, sterile, un-medicated wound dressings
* a pair of disposable gloves
* adhesive tape
* a plastic face shield (optional)
* No other item is stored in a First Aid box.
* Vinyl single use gloves are also kept near to (not in) the box.
* Above named people are responsible for checking and replenishing the First Aid Box contents.
* For minor injuries and accidents, First Aid treatment is given by a qualified first aider; the event is recorded in the Farm’s accident book. Parents may have a photo-copy of the accident form on request.

**Serious accidents or injuries**

* An ambulance is called for anyone requiring emergency treatment.
* First aid is given until the ambulance arrives on scene. If at any point it is suspected that the person has died, the Death of a person on site procedure is implemented and the police are called immediately.
* All relevant forms are taken to the hospital with the person.
* Emergency contacts are contacted and informed of what has happened and where the person is being taken to.

**Recording and reporting**

* If required, a RIDDOR form is completed; one copy is sent to the person, one for the Fawn’s Farm file and one for the local authority Health and Safety Officer.