The HOLT Isle of Wight First Aid Policy

The aims of our First Aid Policy are to:

Ensure the health and safety of all employees, clients and visitors

Ensure that employees and Trustees are aware of their responsibilities with regards to health and safety

Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and guidance

The Health and Safety First Aid Regulations 1981

The management of Health and Safety at Work regulations 1992

The Management of Health and Safety at Work regulations 1999

The reporting of injuries, diseases and dangerous occurrences Regulations RIDDOR 2013

Social Security Claims and Payments Regulations 1979

Roles and Responsibilities

The Appointed person (the Director) is responsible for overseeing the arrangements for First Aid within the school

The appointed persons duties include:

That First Aid equipment is available at strategic points in the school and restocked by the appointed person. The monthly checking of stock in the boxes is carried out be a key person in each class and base.

That First Aid boxes are available at key points throughout the HOLT, and employees are aware where these are.

That first aid boxes are available to take on community visits (including emergency asthma kits)

That First Aid qualifications are and remain current.

First Aiders

The Director is both the Appointed person and the First Aider for the Centre

In the event of an incident, they will:

Ensure that an ambulance is called promptly if appropriate

Act as a first responder to the incident, and provide immediate and appropriate treatment

Send clients home to recover if appropriate

Fill in an accident report form on the same day or as soon as practicable.

Keep their contact details up to date.

The Director

The Director is responsible for implementation of this policy, including:

That an appropriately trained person is present in the building at all times

Ensuring that first aiders have an appropriate and up to date qualification

Ensure all staff are aware of First Aid procedures

Ensuring appropriate risk assessments are completed and appropriate measures put in place

Ensuring that adequate space is available for catering to the medical needs of students

Reporting specified incidents to the HSE when necessary

Employees

Employees are responsible for

Ensuring that they follow first aid procedures

Knowing where the first aid boxes are located

Informing the Director of any specific health conditions or first aid needs

Off site procedures

When taking clients off the premises, employees will ensure that they have the following:

A mobile phone

A first aid kit

Information about specific medical needs of clients

Centre contact details to inform parents if the need arises

The Centre will always endeavour to send a First Aider on every trip from the centre.

First Aid boxes

First Aid boxes are located in the Centre office, and in the Kitchen.

First Aid and accident record book

An accident form will be completed by the first aider or attending tutor on the same day or as soon as possible following an incident resulting in an injury

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form

A copy of the accident report form will be added to the Client’s record

Records held in the first aid and accident book will be retained by the school for a minimum of three years, in accordance with regulation 25 of the Social security, Claims and payments, Regulations 1979, and then securely disposed of.

Reporting to the HSE

The Office manager will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation.

The Office manager will report these to the Health and safety executive as soon as is reasonable practicable and in any event within 10 days of the incident.

Reportable injuries are:

* Death
* Specified injuries:
* Fractures, amputations, any injury leading or likely to lead to loss of sight or reduction of sight, any crush injury to the head or torso resulting in damage to the brain or organs, serious burns/scalds, loss of consciousness caused by head injury or asphyxia, any other injury arising from working in an enclosed space which leads to hypothermia or head induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
* Injuries that result in an employee being away from work or unable to perform normal duties for more than 7 consecutive days, not including the day of the incident
* Where an accident leads to someone being taken to hospital
* Near miss events that do not lead to injury, but could have done such as:
* The collapse or failure of load bearing parts of lifts and lifting equipment
* The accidental release of a biological agent likely to cause human illness
* The accidental release or escape of any substance that may cause a serious injury or damage to health
* An electrical short circuit or overload causing a fire or explosion