# First Aid Policy & Procedure

The clients in our care need good quality First Aid provision. Clear and agreed systems should ensure that all clients, volunteers and visitors are given the same care and attention and understanding in our provision. This care should extend to emergency First Aid provision.

**This policy:**
1. Gives clear structures and guidelines to all volunteers regarding all areas of First Aid
2. Clearly defines the responsibilities of the employer and the volunteers.
3. Enables volunteers to see where their responsibilities end;
4. Ensures good First Aid cover is available within the provision and on trips and visits.

**Guidelines**:
All new volunteers to the provision are expected to read this policy when they are appointed as part of the induction process. This policy is regularly reviewed and updated. This policy has safety as its priority. All volunteers whether First Aid trained or not must understand and adhere to the guidelines in this policy. All volunteers should make themselves aware of the location of the nearest First Aid Kit. We have first aid kits in the feed hut.

**Conclusion:**
The administration and organisation of First Aid and medicines provision is taken very seriously at Smiles Sensory & Family Farm. There are regular procedures that check on the safety and systems that are in place in this policy. Adjustments are made immediately if necessary.

**Role of a Qualified First Aider**:
A Qualified First Aider is expected to:

• Always use their best endeavours especially in emergencies to secure the welfare of clients, volunteers and visitors to the provision.
• They should give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at provision.
• Ensure an ambulance or other professional medical help is called**.**

**Role of the Appointed Person:**
• The Appointed Person does not have to be a Qualified First Aider.
• They will take charge of an emergency situation.

• They will contact the Emergency Services (unless delegated to another member of staff).
• First Aid kits are looked after by the Appointed Person who will carry out regular checks and ensure that the First Aid kits are fully stocked, and within expiry date.
• The Appointed Person in the provision is the manager. They will inform the emergency services of the location of the provision and any access arrangements prior to an emergency.

**Trips and Visits:**
There must be Trained First Aider on any visits. Each visit will have an Appointed Person who will take charge in the event of an emergency.

**First Aid kits:**
First Aid kits are stored in the feed hut
First Aid kits are all marked with a white cross on a green background. There are Travel First Aid kit in animal transport vehicle.

First Aid facilities may need to be made available quickly, and this may mean that clients remain in an outdoor area.

**Cuts:**
All open cuts should be covered after they have been treated with a medicated wipe. Always check if clients can wear plasters BEFORE one is applied. Clients who are allergic to plasters will be given an alternative dressing. In the case of an adult ask them if they are allergic to plasters. Minor cuts need to be recorded in the Accident Report Book and the parents/carer informed.

ANYONE TREATING AN OPEN CUT SHOULD USE LATEX GLOVES

All blood waste must be double bagged and disposed of in the black waste bin.

**Hygiene infection Control:**

All volunteers should take precautions to avoid infection and must follow basic hygiene procedures. Volunteers should have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

<u>The following precautions can be taken to reduce the risk of infection</u>:
Cover any cuts or grazes on their skin with a waterproof dressing.

Wear suitable disposable gloves when dealing with blood or any other bodily fluids.

Use a disposable plastic apron where splashing is possible.

Use devices such as face shields when giving mouth-to-mouth resuscitation (but only if trained to use them).

Wash their hands after each procedure

**Bumped Heads:**
Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents/carers must be informed BY TELEPHONE. A member of the Management Team should be informed and keep a close eye on the progress of the young person. ALL bumped head incidents should be recorded in the Accident File.

**Accident Report Book:**
The Accident Report Book is in the feed hut. This book is a legal document, and details of the accident should be recorded in a clear and factual way. This should be completed by the person who witnessed the accident or administered the First Aid, or in the case of the injury being to a staff member a member of the Management Team will complete the Accident Book. Details must be provided of the circumstances surrounding the accident, the exact location of the body that was injured and the treatment administered.

Records are kept for 3 years.
R.I.D.D.O.R
Under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (R.I.D.D.O.R.), the provision has a legal obligation to report certain incidents and dangerous occurrences to the HSe.
Details of how to report can be found at www.hse.gov.uk/RIDDOR/report.htm.

**First Aid Training:**

Trained First Aiders attend retraining courses as required (usually after 3 years). Details of all staff who are first aid trained are held on the Single Central Register.