

## First Aid Policy and Procedure

### Contents

Aims: .....	1
What is first aid? .....	1
What is a first-aider?.....	1
First aid and medication .....	2
Our First Aid Kits: .....	2
Accident recording:.....	2
Ofsted requirement to notify parents and the Data Protection Act .....	3
Administration of Medicines .....	3
Medical Emergencies.....	3
Training .....	4

### Aims:

The aim of this policy is to set out guidelines for all IAF Staff in the administering of First Aid to young people, employees or visitors.

This policy shall be shared with all employees during their induction to ensure they are familiar with IAF's first aid procedures.

The Board of Trustees are committed to the Local Authority's procedure for reporting accidents and recognize their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

### What is first aid?

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

A first-aid needs assessment will be carried out once per year by the appointed Health and Safety Lead of IAF. Currently the Quality and Compliance Manager.

## What is a first-aider?

A first-aider is someone who has done training appropriate to the level identified in the needs assessment. This may be:

- First aid at work (FAW); or
- Emergency first aid at work (EFAW); or
- Some other first-aid training appropriate to the particular circumstances of your workplace.

## First aid and medication

At least one member of staff with current first aid training is on the premises at any one time.

## Our First Aid Kits:

- Comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011;
- Include assorted plasters, disposable sterile triangular bandages, eye pads, medium-sized dressings, large-sized dressings, sterile cleansing wipes, nitrile powder-free gloves, first aid in an emergency booklet, safety pins, resusci aide, Tuff-Kut scissors, Burnshield dressing or cling film, finger dressings, conforming bandages, disposable heat retaining blanket, microporous tape and disposable tweezers.
- Are regularly checked. Team Leaders are responsible for maintaining the kits in their individual rooms. The IAF Hub reception and upstairs kitchen hosts the main first aid kit which is regularly checked and restocked by the Quality and Compliance Manager. First Aid kits must also be carried by Team Leaders during group activities away from the usual training venue. It is the responsibility of the Team Leader to carry this kit, maintain it and regularly ensure it is stocked.
- Are re-stocked as necessary;
- Are easily accessible to adults.

## Accident recording:

- Due to the fact that we deliver at various sites, all incidents must be reported using the AIR1 form found on the IAF Intranet via SharePoint and sent completed to the Quality and Compliance Manager and the line manager of the staff member completing the form as soon as reasonably possible but on the same day as the incident.
- It is the responsibility of the person administering first aid to report the incident and actions taken.
- All staff and volunteers know how to find and complete the AIR1 form.
- The designated Health and Safety Lead, will compile the appropriate information given into a Risk Management log to assess recurring hazards and future risks.

The following information must be recorded on the AIR1 form before submitting to the Quality and Compliance Manager:

- The date, time and place of the incident.
- The name of the injured or ill person.
- Details of the injury or illness and first-aid given.

- What happened to the person immediately afterwards (for example, whether they went home, went back to activity, or went to hospital).

The information recorded and logged can:

- Help IAF identify accident trends and possible areas for improvement in the control of health and safety risks;
- Be used for reference in future first-aid need assessments;
- Be helpful for insurance and investigative purposes.

## Ofsted requirement to notify parents and the Data Protection Act

For young people under 18, parents must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst with IAF. The first-aider who treated the injury will be the person who contacts the parent to inform them of what happened and recommended next steps.

Staff must be aware of the Data Protection Act and not allow parents to view personal information other than that relating to their child and must not allow parents to take photographs other than of their own child. It is not standard practice to give parents copies of IAF's accident record. However, if a parent requests a copy of the accident form then this will need to be authorised by a member of the senior management team.

## Administration of Medicines

### This applies to all young people

Young people are responsible for the carriage and administration of their required medication unless otherwise agreed by the Quality and Compliance Manager.

A request may be made direct to the Quality and Compliance Manager for any reasonable adjustment to be considered.

- It is preferable that pupils take medicine at home, before or after the school day. Parents are encouraged to ask their GPs for medical prescriptions that fit around the school day.
- No young person will be given medicine without the parental consent unless there is a clear and dire emergency and ambulance / emergency personnel are in attendance.
- During residential activities, young people may only bring prescribed medicines. The young person may only bring with them the amount required as per dosage instructions for the length of the residential stay. Any young person known to be carrying medication or drugs without consent from the Team Leader in charge is at risk of removal from the activity. (Refer to **30. IAF Alcohol and Drugs Guidance**)
- Prescribed medicines must be in date, prescribed by a NHS doctor and carried in the original container with dosage instructions.
- The IAF staff member in charge must be made aware of any medicines taken.
- No medicine may be supplied by an IAF staff member at any time.

## Medical Emergencies

All members of staff who have contact with young people who have medical conditions will be informed about the best course of action if a young person becomes seriously ill and needs emergency treatment.

IAF will call an ambulance before contacting ICE contact if a young person becomes seriously ill – this applies to all young people and not only those with health care plans. IAF will arrange for a competent member of staff to travel to hospital in an ambulance and support the young person. The IAF staff member should accept the advice of the medical professional in all circumstances until the injured party is accompanied by their ICE/parent/guardian or is able to make decisions for themselves. IAF staff are not medical professionals and will only accept the advice given by those who are.

This staff member accompanying the injured party should have close contact with the ICE contact/parent/guardian throughout.

### Sickness

- It is expected that if a young person is sick or may have a contagious infection etc. that they do not attend sessions/activities.
- If a young person or staff member becomes sick they should return home as soon as it is safe and appropriate to do so. If it is a staff member who is ill, they should inform their Line Manager at the earliest possible opportunity and must be approved to return home before doing so.
- Young people and staff should have had food and hygiene training before a residential stay (as per Prince's Trust Team programme minimum standards).

### Treatment of injuries

Following an accident, the First Aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The First Aider should call an ambulance on the following occasions:

- In the event of a significant injury or head injury
- If bleeding cannot be controlled
- In the event of a period of unconsciousness
- Whenever a fracture or break is suspected
- Whenever the first aider is unsure of the severity of the injuries

## Training

A central record of all training related to first aid is held by the Designated Health and Safety Lead and reviewed annually to ensure that certificates are renewed within timescales. If a staff member attends any first aid training it is the responsibility of that staff member to inform the H&S lead so the record can be updated.

## Roles and Responsibilities

### **Trustees**

Trustees hold overall responsibility for ensuring appropriate first aid arrangements are in place and that the organisation meets its legal duties.

### **Management**

Managers are responsible for overseeing first aid arrangements, ensuring compliance with legislation and guidance, maintaining procedures, and monitoring training and incident records.

### **Team Leaders**

Team Leaders are responsible for implementing this policy in practice, ensuring staff know how to access first aid support, and reporting incidents in line with organisational procedures.

### **First Aiders**

First Aiders are responsible for providing first aid assistance within the limits of their training, maintaining their competence, and reporting all first aid treatment and incidents promptly.