

**First Aid Policy**

**HSPP.004**

**Policy description:**

The aim of this First Aid policy is to ensure the Holiday Club meets its commitments to its staff, young people and any other persons using its premises by providing suitable and sufficient cover in the event of an accident.

It provides a clearly defined procedure on how a situation will be dealt with and outlines the responsibilities of staff within the Holiday Club.

**Supporting documentation:**

Duties and Responsibilities of a First Aider app.1

First Aid Procedure app.2

First Aider Authorisation app.3

Accident and Investigation procedure HSPP.004a

Near miss/incident reporting form HSPP.004b

Procedure for dealing with a person who has self-harmed HSPP.004c

Procedure for dealing with bodily fluids HSPP.004d

**Links to other policies:**

Health and Safety Policy HSPP.001

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| **Distributing/Reviewing Policies and Procedures:** |  |
| Policies and Procedures are available to view on our website once launched and copies are available in the staff office of Little Lane Children’s Centre, Little Lane, Ilkley, West Yorkshire, LS29 8HZ |  |
| **Date of Policy and Review Date:** |  |
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| Policy Owner: | Jenny Johnson |
| Approval Required - Trustees (Y/N) | Yes |
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**1.0 EXECUTIVE SUMMARY**

The Holiday Club’s First Aid Policy outlines specific legal responsibilities of the Holiday Club, as the employer, and the employees and young people within.

This links into the overall Health and Safety arrangements of the Holiday Club, detailed in the Health and Safety Policy and the responsibilities under current Health and Safety legislation, guidelines and good practice.

**2.0 CONTEXT**

* Health and Safety at Work Act 1974
* Management of Health and Safety at work Regulations (amended) 1999
* Health and Safety (First Aid) Regulations 1981
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
* Health and Safety Executive (HSE)

**3.0 THE POLICY**

**3.1 Introduction** This document sets out the policy for dealing with incidents requiring First Aid in the Holiday Club. It applies to all persons on the premises.

**3.2 Purpose of the Policy**

3.2.1 The Holiday Club’s First Aid provision is designed to provide:

* Assistance for the purposes of preserving life and minimising the consequences of injury or illness until professional medical help is obtained.
* Treatment of minor injuries which do not require professional medical treatment.

3.2.2 The Holiday Club will make available appropriate First Aid services for all staff, young people and visitors on all Holiday Club sessions.

3.3.1 The Holiday Club’s First Aid services will be delivered by a team of staff who are trained and accredited, in accordance with the Health and Safety [First aid] Regulations 1981, and who shall be available whenever persons are in attendance at the premises.

3.3.3 Through Staff Development, regular training opportunities will be provided to First Aiders for updating and improving their skills and expertise (including mandatory refresher courses every three years).

3.3.4 New First Aiders will be recruited and trained as required.

3.3.5 The Holiday Club Manager along with the Trustees will be responsible for ensuring that there is appropriate First Aid provision throughout the Holiday Club.

**First Aiders Duties and Responsibilities**

3.3.6 Duties of the First Aiders are outlined in the Holiday Club document, “Duties and Responsibilities of a First Aider” (Appendix 2).

**Arrival of First Aider to an Incident**

3.3.7 There is a standard procedure, “First Aid Procedures”, to ensure the prompt arrival of a First Aider to the scene of an incident (Appendix 1).

**FIRST AID PROCEDURES** **Appendix 1**

**1 Introduction**

* The Health and Safety [First aid] Regulations 1981 requires that employers provide adequate equipment, facilities and qualified First Aid personnel.
* First aid covers the initial treatment of any injury or illness suffered when on Holiday Club premises or whilst taking part in Holiday Club activities.

**2 Definitions**

* First Aider – a person who holds a current HSE approved valid full 12-hour Paediatric First Aid Certificate - Legislation requires at least one member of staff to hold the full certificate.
* The Holiday Club also have staff members with First Aid at Work Certificates and Emergency First Aider certificates– a person who has received an approved course in emergency aid who may take charge of a situation related to an injured person in the absence of a First Aider.
* The Holiday Club Manager, ensures that there is appropriate First Aid provision throughout and oversees the day-to-day operational aspects of First Aid provision.

**3 Requirements**

* Appropriate First Aid cover shall be provided whenever persons occupy the Holiday Club premises. The extent of First Aid cover shall be based upon a risk assessment of need.
* Staff taking young people on external visits shall take with them a fully-stocked travel First Aid bum bag.
* Staff taking young people on external visits must ensure that there is adequate First Aid cover, appropriate to the activity and risk level. In normal circumstances a Full 12-hour trained Paediatric First Aider should be present on the visit.

**4 Procedure – Non First Aid Trained Staff**

**General Actions of Non First Aid Trained Staff**

* Staff who are first to arrive at the scene of an incident or are presented with an injured person requiring First Aid should call, or send another person to call, for the assistance of a First Aider.
* Staff should then be prepared to take control of the situation until a First Aider arrives, including summoning an ambulance, before the First Aider arrives if there is any doubt about the casualty’s condition.
* They should then be prepared to assist the First Aider, summon an ambulance, call for additional assistance, or direct ambulance crews to the scene on their arrival.
* The Holiday Club Manager or Supervisor will contact the parent/carer or emergency contact of the individual to inform them of the incident and the current situation.

**5 Procedure – First Aid Trained Staff**

**Actions of the First Aider in Response to an Incident**

* All Holiday Club First Aid trained staff will be expected to deliver First Aid in circumstances where they are the nearest trained person in relation to an incident.
* Additional support may also be summoned from other First Aiders to assist in more serious cases.
* The First Aider, either present at the scene or called to the scene, shall respond to an incident and administer First Aid (if safe to do so) in accordance with the training received until such a time that expert emergency assistance arrives or the incident is resolved.
* The First Aider shall take appropriate action when it has been decided that the injury is:

- a non-serious/minor injury

- a non-serious injury but professional medical treatment is advised

- an injury requiring immediate professional medical treatment

If in any doubt about the casualty’s condition, the First Aider must summon an ambulance. Where necessary, the First Aider might accompany the injured person to hospital.

* The First Aider must not administer tablets, medicines, creams or spray preparations unless specific specialist training has been given and strict following of care plans must be adhered to.
* The First Aider shall complete the appropriate Holiday Club documentation for recording incidents, giving full details, a clear account of the accident / incident and providing a record of the treatment given, as soon as is practicable following the incident.

The accident report should be given to the Holiday Club Manager as soon as possible after the incident. Due to Data Protection Laws, under no circumstances should any copies be kept, electronic or otherwise.

**6 First Aid after Electric Shock**

The casualty must not be touched until the current is switched off. If the current cannot be switched off, persons present may stand on some dry insulating material and use a wooden or plastic implement to free the casualty from the electrical source. If breathing has stopped, start mouth-to-mouth respiration and continue until the casualty starts to breathe or until medical help arrives.

**7 Non-Serious/Minor Injury**

The injured person will be given First Aid treatment and then may return to work/ activities following a suitable recovery time.

**8 Non-Serious Injury but Professional Medical Treatment is Advised**

Parents, guardians, carers or next of kin must be informed of the incident and asked to come to the Holiday Club and either take the injured person to hospital, or make their own arrangements for medical attention.

If this is not possible then:

* The First Aider/member of staff (accompanied by a second member of staff) may use their own car to transport the injured person to hospital, providing that the driver is appropriately insured for business use and the injured person is informed that the transport is at their own risk.
* In either case, a suitable member of staff shall accompany the person to hospital and remain there for as long as is necessary or, if the person is a young person or vulnerable adult, until their parent / guardian / carer arrives.

**9 Injury Requiring Immediate Professional Medical Treatment**

The Holiday Club Manager must be informed of the incident as soon as is practicable.

If the injured person is:

* A young person or member of staff – his/her parents/guardians/next of kin shall be informed of the incident and the location of hospital.
* A contractor working on the premises – their company HR Department shall be informed via the Holiday Club Manager or Supervisor.
* Where the injured person is an adult volunteer or employee a suitable member of staff shall accompany them to hospital and remain at the hospital until their next of kin arrive, unless the injured person requests otherwise.

**10 Records**

All incidents / accidents must be recorded. The Holiday Club Manager will keep the records up to date and will instigate follow up investigations where necessary, recording any findings on the original report. Owing to Data Protection Laws, access to the accident / incident data is strictly controlled to Senior Management.

**DUTIES AND RESPONSIBILITIES OF A FIRST AIDER** **Appendix 2**

**1. Introduction**

Regulation 3 Section 2 of the Health and Safety [First aid] Regulations 1981 requires an employer to:

* Provide or ensure that there is such provision for a number of suitable persons as is adequate and appropriate in the circumstances for rendering First Aid to their employees if they are injured or become ill at work; and for this purpose a person shall not be suitable unless they have undergone:

a) Training and has such qualifications as the Health and Safety Executive (HSE) may approve for the time being in respect of that case, and

b) Such additional training, if any, as may be appropriate in the circumstances of that case.

* The Approved Code of Practice (ACOP) of the Regulations states that, “a suitable person” is:

a) A First Aider who holds a current First Aid certificate issued by an organisation whose training and qualifications were, at the time of issue of the certificate, approved by the HSE for the purposes of the regulations. In certain circumstances, a First Aider will need additional or specific training to be a suitable person;

b) Any other person who has undergone training and obtained qualifications approved by the HSE for the purposes of the regulations.

**2. Prime Objectives of a First Aider**

To preserve life, limit worsening of the condition and to promote recovery of any member of staff, young person or member of the public, who has sought assistance for a medical related problem that requires immediate care.

**3. Supervisory/Managerial Responsibilities**

3.1. The Holiday Club Manager along with Trustees will be responsible for maintaining optimum levels of First Aiders.

3.2. The Holiday Club Manager will be responsible for approving nominated First Aiders.

3.3. First Aiders will liaise closely with the Holiday Club Manager on matters of health and safety.

**4. Duties and Responsibilities of nominated First Aiders**

4.1. Nominated First Aiders will be responsible for carrying out the following duties:

a) To respond immediately to any request for First Aid assistance within the Holiday Club.

b) To assess a situation quickly and safely and summon appropriate help.

c) To protect casualties and others at the scene of an emergency from possible danger.

d) To identify, as far as possible, the injury or nature of the illness affecting a casualty.

e) To give each casualty early and appropriate treatment, treating the most serious conditions first.

f) To summon an ambulance if in any doubt about the casualty’s condition.

g) To arrange for the casualty’s removal to hospital, health service, into the care of a doctor, or to his or her home.

h) To remain with the casualty until appropriate care is available.

i) To report treatments and observations to those taking over the care of the casualty, and to give further assistance if required.

j) To prevent cross-infection between self and the casualty.

k) To record any incident using the appropriate Holiday Club documentation.

l) To ensure that all provisions for First Aid are maintained appropriately.

m) To ensure that First Aid boxes are re-stocked as soon as possible after use. (Recommend weekly checks).

n) To inform reception the Holiday Club Manager when absent or off site so that First Aid cover arrangements can be put in place.

o) To ensure that the First Aid qualification is kept up to date and evidence of certification forwarded to the Trustees.

p) To commit to continuing professional development and updating in conjunction with the Holiday Club Manager.

q) To communicate effectively with the Holiday Club Manager on matters relating to health and safety and the First Aid service.

r) To participate in regular meetings upon request in relation to First Aid provision.

**FIRST AIDER AUTHORISATION**  **Appendix 3**

To be signed and returned to the Holiday Club’s Manager, with a copy of current First Aid Certificate.

I confirm that I have read the First Aid Policy and procedures and that I understand the above duties and agree to carry out responsibilities as a nominated First Aider for the LS29 Time Holiday Club.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(To be forwarded to the Holiday Club Manager for authorisation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LS29 Time Holiday Club Manager to sign and forward to the Trustees

I confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a qualified and nominated First Aider for the LS29 Time Holiday Club

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_