



## **First Aid Policy**

### **1. Purpose of First Aid**

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs

### **2. First Aid Provision**

The manager is responsible for ensuring that there is an adequate number of qualified First Aiders.

Portable First Aid kits are taken if visitors are taken off site.

The First Aider will ensure the maintenance of the contents of the First Aid boxes and other supplies.

All staff and volunteers will ensure that they have read the First Aid Policy.

### **3. First Aid Boxes**

The first aid box is compliant for 20 persons on site.

A First Aid box, ice packs and eye wash station are located in the classroom in the wall cupboard.

First Aid boxes should contain:

- Micropore
- Scissors
- Triangular bandage
- Wound dressing/bandage
- Gloves

No medicine/tablets are to be kept in the First Aid boxes.

### **4. Procedures**

Corn Close Care Farm will be informed about any visitors who have a medical condition or any allergies via the registration form.

Any visitors who have an inhaler for asthma should bring it to the Care Farm with them and it can be stored in the classroom unless they need to keep it on their person while doing the activities. In the case of very young children or vulnerable people who need support, a member of staff or a volunteer will look after the inhaler.

In the event of an injury, accident or medical emergency, if possible contact the appointed First Aider. If this is not possible contact another member of staff or a volunteer.

Any visitor complaining of illness or who has been injured should be seen as soon as possible by the qualified First Aider to assess and where appropriate, treat. The affected person should be taken to the classroom, if possible, and supervised by a member of staff or a volunteer. If necessary, parents/carers/emergency contact should be contacted as soon as possible so that the visitor can be collected and taken home.

Parents/carers/emergency contact should be contacted if there are any doubts over the health or welfare of a visitor.

**IF THE SITUATION IS LIFE THREATENING AND/OR SERIOUS, THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE.**

All members of staff carry mobile phones.

Corn Close Care Farm recommends that, unless it cannot possibly be avoided, no member of staff or volunteer should administer First Aid without a witness (preferably another member of staff).

No member of staff or volunteer helper should administer first aid unless they have received proper training, except in the case of minor cuts and grazes, which can be dealt with by any members of staff or volunteers.

For their own protection and the protection of the patient, staff or volunteers who administer First Aid should take the following precautions:

- Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing
- Hands should be washed before and after administering First Aid
- Disposable gloves should be worn (located in the wall cupboard in the classroom)
- All serious accidents should be reported to the First Aider who should call an ambulance and the child's parents as soon as possible (emergency contact numbers are located in the green folder in the kitchen). **DO NOT DELAY CALLING AN AMBULANCE BY WAITING FOR THE FIRST AIDER IF THE SITUATION IS SERIOUS**
- In the event of a serious incident an ambulance will be called and a member of staff will accompany the visitor to hospital. Parents/carers/emergency contacts are asked to go immediately to the hospital. If a visitor needs to go to hospital but an ambulance is not necessary, parents/carers/emergency contacts will be contacted and asked to take the individual to hospital. If this is not possible then a member of staff will take the individual to hospital accompanied by another member of staff or volunteer. In this case arrangements will be made for the rest of the group at the Care Farm to carry on with their session.

## **5. Off site**

All staff members/volunteers carry a MOBILE TELEPHONE on and off site.

One staff member or volunteer supervising the group will carry a portable first aid kit.

Staff to check that visitors who have asthma have their inhalers. In the case of very young children or vulnerable people who need support, a member of staff or a volunteer will look after the inhaler.

## **6. Action at an Emergency (To be undertaken by trained First Aider whenever possible)**

- Assess the situation: are there dangers to the First Aider or the casualty?
- Make the area safe, look at the injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond?
- Is further medical assistance or advice necessary?
- Does the casualty need to go to hospital?
- Is it necessary to call an ambulance?

## **7. Incident Reporting**

All incidents, injuries, head injuries, ailments and treatment should be reported in the Accident Book, kept in the classroom in the wall cupboard.

Near misses should be recorded in the Near Miss Book

- Parents/carers are informed of a head injury on collection of the visitor. If there is any concern about a head injury, parents/carers/emergency contacts will be contacted and asked to come and collect the casualty and seek further medical advice if necessary.
- First Aider or a member of staff will contact parents/carers/emergency contacts by telephone if they have concerns about any injury or health condition.
- Staff/volunteers should complete the Accident Book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

## **8. Administration of Medicines**

Corn Close Care Farm staff will not routinely administer medicines.

## **9. Body Spillages/HIV**

- No person must treat a person who is bleeding without protective gloves.
- Protective gloves are kept in the wall cupboard in the classroom.
- All body fluid spillages (vomit, diarrhea and blood) area must be isolated and must be cleaned immediately. This is vital if spread of infections to be reduced. Gloves should be worn when in contact with blood or body fluid is likely. Following use, gloves should be carefully disposed of in the bin.

## 10. Head Lice

If live lice are noticed in a visitor's hair, the parents/carers will be contacted by telephone and asked to treat the infestation before the visitor returns to the Care Farm.

## 11. Ill Persons

In the case of visitors may becoming ill, parents/carers/emergency contacts will be contacted and asked to take the visitor home.

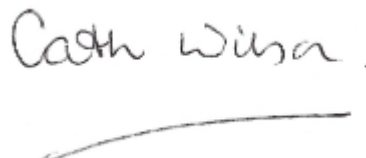
In the case of a staff member or volunteer becoming ill, another member of staff/volunteer will take over the supervision of the group and the ill person will be taken to the classroom. If they are safely able to go home alone, then they will be advised to do so. In the case of illness that would make it unsafe for them to drive home, a family member/friend will be contacted

The ill person will be taken to the classroom where they can lie down if necessary and wait to be collected to come and collect them.

A bucket/bowl will be provided if the ill person is likely to vomit.

NAMED FIRST AIDER:

Cath Wilson

Date of policy	05.08.22
Review date	04.08.23
Name	Cath Wilson
Signed	
Position	Manger