

Louie's Helping Hands

FIRST AID POLICY

CHAIRPERSON: SARA LLEWELLYN

DATE AGREED: 22 FEBRUARY 2017

DATE OF NEXT REVIEW: 22 FEBRUARY 2018

ALL, STAFF HAVE ACCESS TO THIS POLICY AND SIGN TO THE EFFECT THAT THEY HAVE READ AND UNDERSTOOD ITS CONTENT

Louie's Helping Hands

First Aid Policy/Procedures

It is Louie's Helping Hands policy to provide first aid support to someone if they are injured or become unwell during the therapy sessions, and to ensure that the charity complies with the Health and Safety (First Aid) Regulations 1981. It is our policy to have at least 1 Member in each room whom is Paediatric first aid trained and to have 2 First aiders on site as well.

Legally there is no set limit for the number of first aiders that are required but based on the nature and size of the charity, the level of risk present in the charity and the distance we are from medical facilities we aim to have at least one first aider present at all times in each charity building allowing us to fulfil our First Aid policy. First aiders at Louie's Helping Hands are Sara Llewellyn, Ashley Palmer.

Our Qualified First Aiders are able to recognise and manage any immediately life-threatening conditions. If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called. All first aiders have attended an approved First aid at work course and will have refresher courses as appropriate.

This policy is reviewed on an annual basis or as when necessary, for example if a First Aider leaves the charity there will be new staff trained.

First Aid Boxes

There is one located in the main therapy room. All qualified First Aiders are responsible for replenishing the First Aid boxes and ensuring that it contains all necessary equipment and that the equipment is in date. On the inside of the First Aid boxes is a recommended contents sheet. The boxes are checked at least once a term by one of the first aiders in each room.

All master copies are in the main office and one up in each of the rooms the designated staff will also have a copy of this for their records.

Updating first aid notices

Notices will be updated should a staff member leave and they will be removed from the list equally when a new member is appointed they will be added to the list, the list will be updated as soon as there is a change and this will be carried out by Sara Llewellyn.

We recommend that first aiders attend a refresher course every year. The training provider that we use for paediatric first aid and first aid is 'R and R Training'.

Medical support

If First Aid is required or someone becomes unwell and needs help, the nearest first aider should be contacted, and asked to attend. The first aider will assess the situation, provide help, and request assistance from other first aiders if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance at the local hospital QEQM. In the rare case that no first aiders are available, the casualty will be assisted in getting to the nearest hospital A&E department QEQM.

The first aider will remain with the casualty and accompany them to the hospital or they will ask a friend or another appropriate member of staff to stay with them. When appropriate or if asked to by the casualty, we will contact their next of kin.

Emergency contacts for staff are recorded on the charity desktop and will also be available to the board of trustees.

Spillages of body fluids

These must be dealt with by a qualified first aider. Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The area should immediately be cleared and cordoned off and the

first aider should use the spillage kit found in the first aid box to clean up. The first aider should wear protective gloves and the waste be cleared into the bag provided in the first aid box. The incident should be reported in the accident book. Spillage kits are also available on trips out. The qualified first aider will complete a record sheet of the incident and also if first aid has been given.

Details that need to be recorded

The name of the person giving first aid and summary details of the treatment given should be recorded. The accident book is kept in the office at Louie’s Helping Hands which is accessible to the board of trustees.

When and if necessary the accident will be reported to the RIDDOR 03000 031747.

This policy should be read in conjunction with Louie’s Helping Hands Illness and Accidents Policy and Health and Safety Policy.

This policy was adopted by: Louie’s Helping Hands	Date: 19 th May 2016
Reviewed on: 22 nd February 2017	Signed: S J Llewellyn
To be reviewed: 22 nd February 2018	