



First Aid Policy/Procedures

It is the band's policy to provide first aid support to someone if they are injured or become unwell whilst in the band's care, and to ensure that the band complies with the Health and Safety (First Aid) Regulations 1981. It is our policy to have at least 1 trained first aider who will provide first aid support as and when necessary. In total we have 1 first aider.

NB: First Aiders are not legally permitted to give any medication to children

Numbers of qualified First Aiders

Legally there is no set limit for the number of first aiders that are required but based on the nature and size of the band, the level of risk present in the school and the distance we are from medical facilities we aim to have at least one first aider present at all times in the building allowing us to fulfil our First Aid policy.

First aiders

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 course in first aid and undertake refresher courses. Certificate enclosed in Policies Folder.

Review

This policy is reviewed on an annual basis or as when necessary, for example if a First Aider leaves the band.

Equipment

First Aid Boxes

There is a First Aid box in the band storeroom. 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 should be checked regularly by the first- aider. First Aid box will be taken to engagements.



Information

All new helpers are provided with information on how to obtain first aid assistance and who the qualified first aiders are.

Giving First Aid

If someone is injured, 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, request assistance from other first aiders if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary.

When giving first aid to under 18s which involves physical contact, the first aider should first explain what they need to do and then ask the child's permission to go ahead before starting.

In the rare case that no first aiders are available, the casualty will be assisted in getting to the nearest hospital A&E department.

Medical support

When a first aider thinks that a casualty needs urgent medical treatment, the first aider will arrange for the casualty to be taken to the nearest hospital accident & emergency department – if the first aider thinks it necessary, an ambulance will be called. If the situation is not an emergency but the casualty does need to go to the hospital then the parent/carer will be called.

When appropriate or if asked to by the casualty, we will contact their next of kin. Emergency contacts for band members are kept by nominated committee members/band managers. 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 spillage kit. The incident should be reported in the accident book.

Records



An accident form should be completed every time a first aider provides assistance to a casualty, including when the problem was illness rather than accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded. The accident book is kept in band storeroom.

Medical Care of Under 18s

In the event of illness or accident or the need for emergency dental treatment, U18s are accompanied to the local Doctor's surgery, hospital or dental hospital.

Any child needing to take medication whilst in the band's care should have written details of this given to the first aider or appointed adult.