

Highworth Community Church (HCC) Youth and Children's Residential and Day Trips

First Aid Policy

NB Because the Health and Safety at Work Act (1974) applies to all workers without discrepancy (whether employees or volunteers), "worker(s)" in this policy applies to both employees and volunteers of HCC.

Policy Statement

The organisers and leaders of HCC Youth and Children's Residential Visits accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for workers, children and visitors to the residential event.

We are committed to following the correct procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR, 2013)

In implementing this policy HCC will:

1. Designate a first aid team/co-ordinator.
2. Provide appropriate training to workers.
3. Undertake a risk assessment of the first aid requirements at residential/day visits.
4. Report, record and investigate all accidents.
5. Record all occasions when first aid is administered to workers, children and visitors.
6. Provide equipment and materials to carry out first aid treatment.
7. Establish a procedure for managing accidents at residential visits which require First Aid treatment.
8. Provide information to workers on the arrangements for First Aid.

Management of First Aid

1. A first aid team/co-ordinator will be appointed.
2. Materials, equipment and facilities.
 - a. HCC will provide materials, equipment and facilities based on good practice guidance.
 - b. The First Aid Kit will be kept in a secure location and all workers made aware of its whereabouts.
 - c. The contents of the kit will be checked on a regular basis by the First Aid Co-ordinator.
3. Information on First Aid arrangements
 - a. The First Aid Co-ordinator will inform all workers at the residential of the following:
 - i. The arrangements for recording and reporting accidents
 - ii. The arrangements for First Aid
 - iii. Those workers with qualifications in first Aid
 - iv. The location of First Aid kit

- b. In addition the First Aid Co-ordinator will ensure that signs are displayed throughout the site providing the following information:
 - i. names of all First Aiders
 - ii. The location of first aid box
- c. All workers will be made aware of this policy.

4. Administering First Aid

- a. As a general rule, First Aid may only be administered by the First Aid Co-ordinator, or appointed First Aiders. Under most circumstances, it should not be administered by anyone else. Members of the team may act in a supporting role under the guidance of the first aid co-ordinator or another first aider (for example, to witness the administration of medication/giving of first aid).
- b. Where there is a threat to life or risk of serious further injury and no other first aider is available, workers may act as any reasonably prudent parent would, in accordance with our legal duty of care.
- c. Wherever possible First Aid administrators should work in pairs.
- d. Any appointed First Aider under 18 years of age must always be supervised by another First Aider 18 years of age or older.
- e. Wherever possible First Aid should be administered in accordance with HCC's Safe from Harm Policy and guidelines. Where there is imminent threat to life or immediate danger of significant injury then the First Aider's priority must be to take whatever steps are necessary to preserve life or minimise the danger of further injury.
- f. Following first aid being given, the first aid team should monitor the casualty in accordance with the first aid training they have been given.
- g. Any medications given (eg: pain relief) must be recorded on a Medication Form.

5. Incident Reporting

- a. The following will immediately be reported to the First Aid Co-ordinator and Event Co-ordinator.
 - i. All major accidents to children, workers and visitors.
 - ii. All incidents of violence and aggression.
- b. HCC has a statutory duty under RIDDOR (2013) in respect of reporting the following to the Health and Safety Executive as it applies to workers.
 - i. An accident which requires admittance to hospital for in excess of 24 hours.
 - ii. Death of a worker
 - iii. Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

An accident that involves a worker being incapacitated from work for more than three consecutive days must be recorded and kept on file, but need not be reported to HSE.

- c. For visitors and children an accident will be reported under RIDDOR:
 - i. Where the accident results in death or major injury, or;
 - ii. It is an accident which requires immediate emergency treatment at hospital

- d. When the First Aid Co-ordinator considers an accident to a visitor or child is reportable under RIDDOR further advice will be sought.

6. Transport to hospital or home

If it is deemed necessary for a child to need hospital treatment or to go home, then the Event Co-ordinator and First Aid Co-ordinator need to be consulted to manage the impacts to the event and staffing levels. The First Aid Co-ordinator and Event Co-ordinator will determine what is the reasonable and sensible action to take in each case.

- a. Where the injury is an emergency an ambulance will be called following which the parent will be called.
- b. Where hospital treatment is required but it is not an emergency, then the First Aid Co-ordinator will contact the parents and agree a course of action.
- c. If the parents cannot be contacted, then the Event Co-ordinator may decide to transport the child to hospital as agreed by the parents on the consent form.
- d. Where the Event Co-ordinator makes arrangements for transporting a child then the following points will be observed:
 - i. Only cars insured to cover such transportation will be used.
 - ii. No individual member of staff should be alone with a child in a vehicle
 - iii. The second member of staff will be present to provide supervision for the injured child.

Policy reviewed by Jon Hares (HCC Families Worker) and Janet Hodgson (Trustee) and formally accepted by the trustees of HCC on 21st June 2018.

Review date June 2019.

..... *Brenda Savill (Chair of Trustees)*

.....*Matt Ford (Church leader)*