



## **Accident and First Aid Policy**

All policies are generated and review with an awareness of equality and diversity in relation to students, staff and visitors to Green Acres Rural Enterprises CIC

All policies are generated and reviewed placing safeguarding at the heart of all that we do.

This policy does not cover the administration of medication.

The aims of First Aid are:

- To preserve life
- To prevent the condition from worsening
- To promote recovery

To minimise the risk of accidents and injury requiring First Aid, comprehensive risk assessments are undertaken as follows:

- Regular inspection of premises
- Individual student risk assessment as part of the referral procedure
- Individual student risk assessment and behaviour support plans reviewed regularly and in the light of any incident
- Off-site activity risk assessments

### **Responsibilities:**

The Centre Manager must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders / appointed persons and must ensure that there are enough trained staff. This means at least one trained first aider on site at all times. These must also be a trained first aider on all trips.

Green Acres Directors should regularly review the setting's first aid needs (at least annually) and particularly after any changes, to ensure the provision is adequate.

The Centre Manager and staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the Centre in the same way that parents might be expected to act towards their children.

### **Appointed Person:**

There should be an 'appointed person' who holds overall responsibility for First Aid. The appointed person should:

- Take charge when someone is injured or becomes ill
- Look after first aid kits and ensure they are properly stocked
- Ensure that an ambulance or other professional medical help is summoned when needed
- Undergo at least emergency first aid training to cover what to do in an emergency, cardiopulmonary resuscitation, first aid for the unconscious casualty and first aid for the wounded or bleeding.

## **First Aiders**

All first aiders must complete an approved training course. This training must be refreshed within three years of initial training. Their responsibilities are to :

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the Centre
- Ensure that an ambulance or other professional medical help is called when necessary

## **First Aid Equipment**

- An approved First Aid Kit will be kept at the Centre for use by qualified first aiders and a separate First Aid Kit will be kept in vehicles used for transporting students.
- An appropriate number of additional kits will be kept to be taken out by any staff member who transports students in their own vehicle
- The appointed person will ensure that the contents of the kit(s) are kept free from interference and replaced when out of date / use

## **Hygiene Responsibilities**

- The appointed person will ensure that correct procedures are followed to avoid any risk of contamination to the casualty or others present through blood or bodily fluid
- All staff should take precautions to avoid infection and must follow basic hygiene procedure. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other bodily fluids and disposing of dressings or equipment

## **First Aid Kits**

First Aid kits must be British Standard Compliant (BS8599) and it is the responsibility of the Centre Manager to ensure that the Centre and each vehicle is provided with appropriate first aid resources. Taking into account the level of risk and the number of participants involved.

## **First Aid containers**

The first aid container must be:

- Regularly checked and maintained in a good condition
- Suitable for purpose
- Readily available for use
- Prominently marked as a first aid container

## **Incident Management**

An ambulance must be summoned immediately in the event of:

- An unconscious casualty
- Suspected broken bones
- A severe allergic reaction
- Seizure
- Suspected stroke or heart attack
- Burns (other than superficial burns)
- Severe bleeding

## **Records and Reporting**

- Information regarding students' medical needs is provided by the parents / carers to the Centre on the admission / referral form and Parent Form

- Records and or / and accident Report of First Aid and / of advice given will be logged in the Accident / Incident book

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR) some accidents must be reported to the Health and Safety Executive, These are:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence)

Green Acres Rural Enterprises CIC must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the time and place of the event; personal details of those involved and a brief description of the nature of the event of disease.

The Centre should keep a record of any first aid treatment given by first aiders and appointed persons.

This should include:

- The date, time and place of the incident
- The name of the injured or ill person
- Details of the injury / illness and what first aid was given
- What happened to the person immediately afterwards ( for example, went home, resumed normal duties, went back to activities, went to hospital )
- The name and signature of the first aider or person dealing with the incident

### **These records must be kept for a minimum of 3 years**

The information in the record book can help the Centre

- Identify accident trends and possible areas for improvement in the control of health and safety risks
- Assess future first-aid needs
- Provide information for insurance and investigative purposes

The Centre Manager should contact parents / carers to inform them if first aid has been given.

The Centre Manager must inform all staff and volunteers of the first aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedure for monitoring and reviewing the Centres First Aid needs.

First Aid information is included in induction programmes to ensure that new staff, volunteers and student are told about the first aid arrangements.

Signed *Heather Wilson* date 1.11 25 .Director

Signed *Deborah Barton* date 1.11 25 .Director

To be reviewed annually – Last review date 1<sup>st</sup> November 2025