

First Aid Policy

Policy Statement

At BBH we ensure staff/volunteers are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises at any one time. Training is updated every three years. A record of staff training and the dates of any training are kept in a designated FIRST AID folder in the House.

We would always request permission to administer first aid treatment and for emergency medical treatment. We will approach each case individually being careful not to discriminate on the basis of a protected characteristic under the equality act

Procedure

At BBH we have first aid boxes, the first aid kits are checked monthly using a checklist and after an accident to ensure its contents are up to date and in good condition.

The first aid box is located within the main foyer of the House.

The maintenance of the first aid kit is the responsibility of Ross Caldwell.

First aid will be applied based on the first aid training undertaken by staff members. We will also take advice from emergency services on the best course of action where necessary.

Hygiene requirements relating to first aid provision are carefully considered at all times.

Procedures for dealing with accidents and injuries are outlined in the accidents and injuries policy.

Any first aid treatment given to people will be logged on an accident report form and this will be signed upon completion of the medical procedure or at a suitable time afterwards (ASAP). The injured person can request a photocopy of the accident report form if they wish.

Any first aid treatment given to a staff member will be logged on an accident report form and stored with the FIRST AID folder. They can request a copy of the accident report form if they wish.

Accidents, Incidents & Injuries

Policy Statement

At Bannockburn House we are committed to dealing effectively with accidents, incidents and injuries which may arise regarding visitors and staff members. This policy outlines the procedures to be observed for:

1. Minor Injuries sustained at BH
2. Major Injuries sustained at BH
3. Head Injuries

Staff, volunteer and visitor injuries sustained at BH

Procedures

1. Minor Injury at the Setting.

A first aid trained member of staff will be notified and take responsibility for deciding upon any appropriate action.

If the injured person is judged to be able to safely remain at the setting, the injury will be treated as appropriate by the first aid trained staff member. If after treatment the person is feeling sufficiently better, they will return to what they were doing prior to the accident. They will be asked to sign the accident form completed by the staff member who witnessed the accident. If the injured person requests it, a copy of the form will be given to them once it is signed.

2. Major Injury at the Setting

In the event of a major injury the following process should be followed:

1. Make sure injured person and area is safe and supervised by a first aid trained member of staff
2. Move all other persons if appropriate to another area and ensure they are safe
3. The first aid trained member of staff will take responsibility for deciding upon any appropriate action.
4. The First Aider will assess the situation and decide whether the injured person needs to go straight to hospital or whether they can safely wait for their chosen personal contact to arrive.
5. **If going to straight to hospital:**
 - a. One person to call the ambulance on the SETTING MOBILE OR PHONE using the emergency call details.
Double check the person is not taking any medication that may affect the treatment of the injury.
 - b. Once the ambulance is on the way contact injured person's chosen contact. Give them as much information as possible about the injury, which hospital they are going to etc .
 - c. Write up accident forms and take in the ambulance.

If injured person's contact can't be there before the ambulance the First Aider should accompany the injured person in the ambulance.

If waiting for injured person's chosen contact:

- a) One person to call the contact on the SETTING MOBILE using the contact details given by the injured person. Give the contact person as much information as possible about the injury.
- b) Write up accident forms ready for hospital visit

Following the incident the Manager will consider whether the accident or incident highlights any actual or potential weaknesses in the setting's policies, procedures, environment, resources etc. Appropriate adjustments will be made where necessary. **The Manager must inform the Board as soon as possible, and submit a detailed Major Incident written report to the Board.**

3. Head Injury

In the case of a head injury the relevant procedure above will be followed, with the addition that a head injury section of the accident/incident form will also be completed. We complete a head injury form when a significant bump occurs to the head or neck area.

SUMMARY

In the event of an injury occurring to a staff member, volunteer or visitor while at the setting the following procedures will be followed:

- a) Report the injury to the manager in the manager's absence the member of staff in charge.
- b) **If the injury is minor** agree relevant first aid treatment with a first aid trained member of staff and either self-administer this or allow the first aider to administer appropriate treatment.
- c) Complete an accident/injury form. The injured person will be asked to sign in the relevant section of the form at the earliest appropriate opportunity to acknowledge the incident or accident and any action taken by the setting and its staff.
- d) If requested, they will be given a copy once it is complete.
- e) **If the injury is serious** an ambulance will be called.
- f) Contact any known/given emergency contacts until someone can be reached and the situation explained. A First Aider will accompany the injured person to the hospital if we are unable to reach an emergency contact before the ambulance arrives, or if requested by the emergency contact.