

# First Aid Policy

## Policy Statement

Fundamental Movement Academy (FMA) accept their responsibility under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 and acknowledge the importance of providing First Aid for employees, members and visitors within the Academy.

The staff of FMA recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 and agree to abide by the SELB procedure for reporting accidents.

## Introduction

*'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'* (The Joint First Aid Manual 8<sup>th</sup> Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

## Statement of First Aid Provision

The Academies arrangements for providing First Aid will:-

- Place a duty on the Manager and Committee to approve, implement and review the First Aid policy.
- Place individual duties on all employees.
- Record accidents using relevant form.
- Record all occasions when First Aid is administered to employees, members and visitors.
- Provide equipment and materials to provide First Aid treatment.
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually.
- Establish a procedure for managing accidents in the Academy which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the First Aid requirements of the Academy and review on a regular basis.
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for children with particular medical needs);
- Notify parent/carer that first aid treatment was given to the child.

## Arrangements for First Aid

The Academy will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the Academy are:-

- Reception
- Office
- First Aid Room

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**A standard First Aid Kit will contain the following items as a minimum:**

Leaflet giving general advice on First Aid

20 individually wrapped sterile adhesive dressings assorted sizes

4 triangular bandages

2 sterile eye pads

6 safety pins

6 medium wound dressings

2 large wound dressings

3 extra large wound dressings

10 pairs of disposable gloves (to be used on any injury containing bodily fluids)

1 box of plasters

1 pair of scissors

The contents of the Kits will be checked on a regular basis by management.

In addition to the Academies coaches having basic first aid training the Academy also have First Aider(s) who are paediatric trained:

- Vikki Chinnock
- Pam Smith
- Amy Whitehouse
- Georgina Neeld Smith
- Charlotte O'Neill

### **Information on First Aid Arrangements**

The Manager will inform all employees at the Academy of the following:-

- The arrangements for recording and reporting of accidents.
- The arrangements for First Aid.
- Those employees who are qualified First Aiders.
- The location of the First Aid Kits.

In addition the Manager will ensure that signs are displayed throughout the Academy providing the following information:-

- The names of employees with First Aid qualifications;
- Location of the First Aid Box.

All members of staff will be made aware of the Academies First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

### **Accidents involving bumps to a child's head**

The consequence of an injury from an accident involving a bump or blow to a child's head is not always evident immediately and the effects may only become noticeable after a period of time.

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Where emergency treatment is not required an accident form will be completed and the parent/carer will be contacted via telephone.

### **Transport to hospital or home**

The manager will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the child's parent or carer will be notified. If hospital treatment is required, (but an ambulance is not necessary) then the child's parent/carer will be called for them to take over responsibility. If no contact can be made with parent/carer or other designated emergency contact then the manager may decide to transport the child to the hospital with another member of staff.

APPROVED JUNE 2020