



First Aid Policy 2023

GoCreate Taunton CIC

Policy approved : 11/03/2023

Next review Date: 11/03/2024

Policy Statement

The Board of GoCreate Taunton CIC accept their responsibility under the Health and Safety (First Aid) Regulations and acknowledge the importance of providing First Aid for employees, participants and visitors.

The staff of GoCreate Taunton CIC recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and agree to abide by the procedures for reporting accidents.

“First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill”

Statement of First Aid Provision

GoCreate Taunton CIC’s arrangements for providing First Aid will-

- Place a duty on the Board to approve, implement and review the First Aid policy;
- Report and record accidents using relevant means
- Record all occasions when First Aid is administered to employees, participants in workshops and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Notify parent/guardian/partner organisations that first aid treatment was given to a child.

Trained First Aid Staff

Jenny Keogh
James Eastwell.

Location of First Aid Kits

A medium sized first aid kit is in main room

A Medium First Aid Kit will contain the following items:

Leaflet giving general advice on First Aid
60 Individually wrapped sterile adhesive dressings assorted sizes
30 Wound Cleansing Wipes
3 prs Gloves
3 Triangular bandages

2 Foil Blankets
2 Conforming Bandages
2 Large Dressings
6 Medium Dressings
3 Sterile eye pads
3 Finger Dressings
2 Burn Soothe Dressings
Scissors
Safety pins
Rebreathe Mouth Shield
A Disposable Face Masks
Eye Wash Stations
2 Bottles of Sterile Eye Wash
6 Eye Wash Pods
3 Eye Pads

Usage or noted shortages should be reported immediately. The contents of the Kits will be checked on a monthly basis.

First Aid Procedures

All injuries and accidents should be dealt with, where possible, where the accident took place.

- Good hygiene procedures must be followed by all staff administering First Aid.
- Single use disposable gloves should be worn for all first aid treatment, masks and aprons are available for prolonged treatment or when treatment involves blood and other body fluids.
- All used equipment and dressings should be cleaned and disposed of appropriately.

An Incident Slip or First Aid Room Report Slip must be sent home with any young person receiving First Aid.

Accidents involving bumps to a head

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

In the event of a blow/bump to the head normal protocol for the emergency treatment of head injury will be applied.

A phone call to inform the parents of the injury will be made to a partner organisation or the parents/ carers where appropriate.

All Incident Slips contain head injury information.

Completion of an incident report is the responsibility of the witness to the incident/accident and the First Aider who attended the injured party.

Transport to hospital or home

The CEO 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 pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Principal may decide to transport the pupil to the hospital.

Where the CEO makes arrangements for transporting a child then the following points will be adhered to-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff should be alone with a young person in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

Ambulance Information

Dial 999, and ask for an ambulance and be ready with the following information.

Give your location as follows:

GoCreate Taunton CIC,
Room 11,
Flook House,
Belvedere Road,
Taunton,
TA1 1BT

A member of staff should be there to meet the ambulance crew.

Give your name.

Give the name of the injured person and a brief description of incident/symptoms

If ANAPHYLACTIC shock state this immediately, as this will be given priority

Give any medical history and known medications that you know this pupil may take.

If you are unsure how to manage the casualty, you can keep the ambulance operator on the telephone and get them to talk you through what you should be doing. Or you can ring them back at any time.

REMEMBER TO SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT
INFORMATION IF ASKED