

Marvels and Meltdowns ADHD and Autism Family Centre

First Aid Policy

FIRST AID, ACCIDENT OR INJURY

Marvels and Meltdowns place the safety, health and welfare of its users as its highest priority. We recognise that competent administration of first aid can save lives and prevent minor injuries becoming more serious incidents. We ensure that a high percentage of staff are trained and skilled at administering first aid to adults, children and babies and follow the accident or injury procedure at all times. This policy adheres to current health and safety regulations

The Senior Management Team ensures the following;

- Adequate numbers of staff and adults are qualified to administer first aid.
- The names of the qualified first aiders are displayed in the centre.
- One member of staff with a current 12hr Paediatric First Aid qualification is on duty at the premises at all times when children and adults are present.
- One member of staff with a current 12hr Paediatric First Aid qualification accompanies children and staff on outings.
- Training is given by accredited organisations which have been approved by the management team and are consistent with the charity's Health and Safety Policy.
- No member of staff or volunteer without the relevant first aid qualification administers first aid.

The role of designated first aiders;

- To provide immediate support for children and adults with common injuries or illnesses and people with more serious injuries or conditions.
- To support the emergency services in the event of a more serious illness or injury requiring the emergency services.
- To accurately record any first aid administered in line with all relevant RBC policies and procedures.

First Aid Boxes and Resources

First Aid boxes will be checked monthly to ensure the contents are up to date and in good condition.

Contents of a standard First Aid Box

- 1x First aid guidance leaflet
- 40x W/Proof plasters
- 4x No.16 eye pad dressings
- 6x Triangular bandages

- 2x Conforming bandages
- 9x Medium wound dressing
- 3x Large wound dressings
- 12x Safety pins
- 2 Pairs of nitrile gloves
- 10x Alcohol free wipes

Infection Control

- Relevant first aid training will ensure staff are aware of how to avoid and limit the possibility of infections by following basic hygiene procedures.
- Staff must wear disposable gloves every time they administer first aid and these must be disposed of after every use.
- Staff must wash their hands after every first aid intervention.

Accident or injury

Minor Accidents

If a minor incident/accident occurs the following procedure is carried out:

- The person is taken into a quiet area whereby the staff member dealing with the incident/accident assesses the injury
- If necessary a senior staff member is called using the internal phone system
- A first aider then treats the injury
- The incident/accident is then recorded on an incident/accident form giving as much detail as possible.
- The staff member will ensure that all staff know about the incident.
- All accident/incident forms will be reviewed weekly in order to, identify any common factors which may have contributed to the accident/incident.

Major Accidents

The procedure for a major accident is as follows:

- One of the designated first aiders will be informed immediately
- They will assess the situation and decide if the person requires hospital treatment and if the person should be moved
- If necessary an ambulance will be called immediately
- This report will also be reported to RIDDOR online. The Health and Safety department will then determine whether any action will be taken
- Any changes to prevent another accident will be carried out.

Recording and Reporting Incidents

The centre manager completes a weekly audit of ALL accident/incident and accident at home forms and takes action accordingly.

The centre complies with the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) which states that some accidents must be reported to the HSE.

Any questions or concerns regarding this policy should be made to the Centre Manager.