



# First Aid Policy

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**Responsibility:** Manager

**Author:** Hannah Forster

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This policy outlines Camp Canary Limited's responsibility to provide adequate and appropriate first aid and the procedures in place to meet that responsibility.

## Aims

- To identify the first aid needs of children, staff, parents, visitors and contractors at Camp Canary Limited in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all hours during the running of Camp Canary and while on outings in accordance with the Health and Safety First Aid legislation 1981.

## Procedures

- 1) Camp Canary leases the lower ground floor of, Canary Wharf College, 197 East Ferry Road, London, E14EBA. At least 2 staff are present in the building whenever children are present. There are landline phones, a mobile phone and walkie-talkies available for use in outdoor sport activities and outings.
- 2) Staff are expected to wash hands regularly while at the Camp Canary. Handwashing with soap is encouraged with fresh paper towels for each child. Staff will be encouraged to take special care any time a teacher or teaching assistant comes into contact with pupils' blood or other bodily fluids. There will be gloves in the First Aid kit for staff use, and in the First Aid Area of the Sports Hall. In case of spillage of bodily fluids, paper towels will be applied to the spillage and then swept up when the spillage has been soaked up. The area will then be washed.

- 3) The bodily fluids should be double bagged before disposal in the refuse bag and placed in a sanitary bin.
- 4) There will be a fully stocked First Aid kit available at all times. The kit will be checked regularly to ensure that all the supplies are in order.
- 5) Any pupil complaining of illness or who has been injured should be seen by any qualified First Aider who will inspect and, where appropriate record symptoms, comfort and decide on course of action. A copy of this record will be given to the child's parent/carer. Should a child be deemed too ill to stay at Camp Canary, parents should be contacted as soon as possible so that the child can be collected, taken home and/or advised that a qualified medical professional be consulted.
- 6) If an incident occurs requiring First Aid, the first aider will stay with the pupil while another person is responsible for getting assistance. An injured child will not be left unsupervised. Consideration should be given to an ambulance if there is loss of consciousness or suspected fractures, spinal injury, arterial bleeding or indeed any doubt as to the long-term welfare of the person.
- 7) Any incidents requiring substantial First Aid or hospitalisation are to be reported to the Manager Hannah Forster as soon as possible. Parents will be notified immediately or at the end of the day according to the seriousness of the incident. In the event of severe head injuries, the Deputy or Manager will inform the HSE.
- 8) For outdoor trips, a First Aid kit will be taken along where appropriate and a qualified first aider will accompany it.
- 9) Names of nominated First Aiders are displayed on the staff notice board and on the form with the date of expiry of the qualification kept inside the First Aid folder with copies of their certifications.
- 10) If a child, member of staff or visitor has a serious accident this will be reported according to RIDDOR (1995) Amended April 2012. Reportable occurrences are listed in the HSE guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (see <http://www.hse.gov.uk/pubns/priced/l73.pdf>)

Report using this number or download forms below:

08453009923

Report of an Injury: <https://extranet.hse.gov.uk/lfserver/external/F2508IE>

Report of a Disease: <https://extranet.hse.gov.uk/lfserver/external/F2508AE>

Report a Dangerous Occurrence: <https://extranet.hse.gov.uk/lfserver/external/F2508DOE>

Camp Canary will only undertake to treat minor injuries such as cuts and bruises. In the event of injuries which are considered more serious but not necessarily worthy of hospital treatment, parents will be informed and consulted immediately. In the event of situations which require hospital or medical treatment, the first aider should consult the most senior member of staff available, (Deputy or Manager), and they will ensure the students is taken to hospital and the parents informed without delay. No member of staff should ever attempt to take a child to hospital after an injury in their own car.

## **Useful Contact Information**

### **Local A&E Hospitals**

- 1 The Royal London A&E Department Ground floor, Alexandra Wing,
- 2 The Royal London Hospital, Whitechapel, London E1 1BB

### **Other useful contacts**

#### **Police**

Telephone 999 in an emergency, otherwise contact your [local police stations](#).

Metropolitan Police non-emergency contact number

Call 0300 123 1212 when you need to report crime that is not an emergency.

If you are deaf or have speech impairment you can use a textphone to call us. Dial 18000 in an emergency, or 18001 0300 123 1212 if your call is not an emergency. [Metropolitan Police website](#)

#### **Fire**

Telephone 999 in an emergency, otherwise look up local services on the [London Fire Brigade web site](#)

### **Doctors, pharmacies, opticians and dental services**

Tel: 999 in an emergency, otherwise, look up local services on the [NHS web site](#) by selecting the required service and postcodes.

Get health information and access the 24-hour nurse line on 0800 22 44 88, or at [NHS Direct](#)

#### **Flooding**

Tel: 0845 988 1188 for all flood warnings, advice and help, or visit the [National Floodline Homepage](#).

#### **Electricity**

Telephone 0800 096 9000

#### **Gas**

Telephone 0800 111 999

#### **Water**

Telephone 08459 200 800