



First Aid Policy

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Responsibility: Manager

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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

Premises and Environment

1. At least 2 staff are present in the building whenever children are present. There are a mobile phone and walkie-talkies available for use.
2. Names of nominated First Aiders are displayed on the staff notice board. Certifications are kept in the relevant staff member's employee file.
3. There will be a fully stocked First Aid kit always available. The kit will be checked regularly to ensure that all the supplies are in order.
4. For outdoor trips, a First Aid kit and children's medication will be taken along where appropriate and a qualified First Aider will accompany it. Mobile phones or walkie talkies will be available for emergency communication.

Hygiene and Bodily Fluids

1. Staff and children are expected to wash hands regularly while at the Camp Canary, with soap and paper towels available.
2. There will be gloves in the First Aid kit for staff use to prevent contact with bodily fluids.

3. In case of spillage of bodily fluids, spill crystals will be applied to the spillage and then swept up when the spillage has been soaked up. The area will then be washed.
4. Bodily fluids should be double bagged before being placed in the bin.

Illness and Injury

1. Any child complaining of illness or who has been injured should be seen by a qualified First Aider. No injured child should be left unsupervised: if it is not possible or safe to move the child, an adult will stay with them while radioing or sending someone else to get help.
2. The First Aider will inspect and, where appropriate, record symptoms, comfort and decide on course of action.
3. Consideration should be given to an ambulance if there is loss of consciousness, suspected fractures, spinal injury, arterial bleeding, anaphylaxis, or any doubt as to the long-term welfare of the person.
4. Should a child be deemed too ill or too severely injured to stay at Camp Canary (e.g., vomiting, fever, uncontrollable cough, injuries beyond cuts and bruises), parents should be contacted as soon as possible regardless of whether an ambulance is called.
5. No Camp Canary staff member will take a child to seek medical treatment in their own car; we will wait for parents or, in emergency situations, an ambulance.

Recording and Reporting

1. Where appropriate a record of a First Aid incident will be created on MagicBooking and shared with the child's parent/carer by the end of the day.
2. Any incidents requiring significant First Aid or hospitalisation are to be reported to the most senior member of staff on site as soon as possible.
3. Reportable occurrences are listed in the HSE guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 here: <https://www.hse.gov.uk/pubns/indg453.pdf>.
4. Report using the number or forms below.
 - a. Phone number: 08453009923
 - b. Report an Injury: <https://notifications.hse.gov.uk/riddorforms/Injury>
 - c. Report a Disease: <https://notifications.hse.gov.uk/riddorforms/Disease>
 - d. Report a Dangerous Occurrence: <https://notifications.hse.gov.uk/riddorforms/DangerousOccurrence>

Useful Contact Information

Nearest A&E

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

Telephone 999 to call an ambulance

Nearest Urgent Care

University Hospital Lewisham, Lewisham High Street, London SE13 6LH

Police

Telephone 999 in an emergency

Non-emergency police contacts:

Lewisham Police Station, 43 Lewisham High Street, London SE13 5JZ

Telephone 101, or to report a crime that is not an emergency, call 0300123121212

If you are deaf or have speech impairment, you can use a textphone to call the police. Dial 18000 in an emergency, or 18001 0300 123 1212 if your call is not an emergency.

<https://www.met.police.uk>

Doctors, Pharmacies, Opticians, and Dental Services

Telephone 999 in an emergency

Otherwise, look up local NHS services at <https://www.nhs.uk> (scroll down to 'NHS Services') or call 111

Flooding

Tel: 0845 988 1188 for all flood warnings, advice, and help, or visit <https://check-for-flooding.service.gov.uk>

Electricity

Telephone 0800 096 9000

Gas

Telephone 0800 111 999

Water

Telephone 08459 200 800