



FIRST AID POLICY

Context

This is the first aid policy for The Outdoors Group, it covers all sites and all areas of the business and the purpose is to inform all staff members of the procedures and the equipment and training involved in safe administration of first aid for the company.

Administering medication

It should be remembered that as a first response to an injury, first aid training and procedure does not cover prescription of or administering of any form of medicine; therefore no pills, creams or tonics should be applied to any person or injury during the course of first aid treatment.

However, there are times when working with minors, when in the role of loco parentis it is necessary to administer prescribed medicines etc at certain times through the day. Where this is the case it should be done after consultation and discussion with the parents and only if strictly necessary. Where the medical intervention is more critical (ie insulin injections) then this should only be undertaken after a risk assessment and further training has been given to the appropriate staff. Where prescribed medicines must be refrigerated the only sites where this is possible are West Town Farm, and Tiverton. On all other sites such prescriptions must be refused and the learner not attend if such prescription is necessary to their health. The facilities simply do not exist to ensure that the medicine/s will be kept at an appropriate temperature.

Emergency response and training

All delivery staff for The Outdoors Group Ltd are put through first aid training programmes for the appropriate age ranges and conditions under which they work. The training records are held centrally, and staff are rebooked for refresher training as appropriate. Every staff training day also includes first aid scenario training for all staff to ensure they refresh skill sets.

Contained within all first aid boxes for each site is an emergency response laminated sheet which contains emergency procedures, phone numbers and grid references as well as the air ambulance contact details. Where staff are more remote and/or phone signal may not be present, radios are carried.

First Aid boxes and records

All sites have first aid boxes that are checked and restocked on a termly basis. Site managers are responsible for checking the first aid kits on their sites, in Shillingford this

includes the Kindergarten Manager. First aid boxes are kept secure and can be found held centrally by the main camp area on every site. Where satellite site areas exist these will also have first aid kits, this particularly applies to the adult training area in Exmouth, and both the Office and Henge area at West Town Farm.

There are two sets of records for first aid incidents, there is a minor injury record sheet that records the minor occurrences that come up daily in the environment that we work in. There is also an accident and incident form for larger incidents, near misses or where physical restraint, absconsion or other incidents have occurred. These are recorded on all sites and held securely by the site managers.

Site specific spaces for treatment of injury and sickness

It is important in some circumstances to be able to treat illness or injury in a quiet space away from a group, for this purpose a medical space is provided on each site, these will vary according to the site but will comprise of the following:

Tiverton: There will be a camp bed available in the workshop area, this provides privacy and easy access to toileting and to hand washing facilities without impact on other learning areas.

Okehampton: There will be a camp bed in the store area, including a woodburner for warmth. This area is situated close to the main camp area for access to toileting and hand washing facilities.

Shillingford: There is an office space with a woodburner that can house a camp bed. It is situated close to one of the main camp areas for hand washing, and is within easy reach of toileting, although it is a short distance from the medical area.

West Town: There is a room next to the staff toileting that can be used, a camp bed will be available, there is handwashing and toileting available in the staff toilet which is independently lockable and private.

Exmouth: Exmouth has a storage shed that has space for a camp bed to be put up, it is close to the main camp with easy access to hand washing, toileting is a short walk away but easily accessed.

Each medical treatment area will include a camp bed and space blanket, first aid is available on all sites within close proximity.

Date created: 1st September 2017

Signature of Director or Company Secretary:



Name: Shevek Pring

Review date set: 1st September 2018

Reviewed by:

Amended / updated? yes / no

Brief explanation of changes:

Signature of Director or Company Secretary:

Name:

New Review date set:

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