

Conquest Centre

First Aid Policy

Policy Owner	Centre Manager
Date of Original Issue	08.2021
Policy Last Reviewed	01.2026
Date of Next Review	01.2027
Version	V2



Animals • Wellbeing • Nature • Connection

Registered Charity No. 1103883 / Registered Company No. 5079915

FIRST AID POLICY

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FIRST AID POLICY

1. Policy Statement

First Aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment of a medical practitioner.

The requirement of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help is available, or before an ambulance arrives. The objectives of first aid are:

- Saving life by prompt and initial action
- Preventing an injury or condition from deteriorating
- Reassurance to the casualty helping recovery, and protection from further danger.

Under the Health and Safety, First Aid Regulations 1981, employers must provide adequate equipment, facilities and personnel to enable first aid to be rendered to employees.

To ensure that first aid arrangements within Conquest Centre are provided relative to the risk of injury or ill health at work, and that these are clearly communicated throughout, Conquest Centre will:

- Evaluate the level of first aid provision
- Provide adequate equipment, facilities and appropriate training for first aiders
- Review this Policy at least annually or more frequently if significant changes occur.

2. Data Protection

Conquest Centre supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000.

Conquest Centre has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Every member of Conquest Centre has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and Conquest Centre Data Protection Policy.

3. Disclosure of Information

Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

Responsibilities

4. Centre Manager

Centre Manager in cooperation with the Health and Safety Lead is responsible for assessing the level of first aid provision relating to training.

Carrying out the first aid risk assessment to ensure that adequate first aid can be provided during all work hours and for employees to know what to do in the event of an accident or illness.

The first aid arrangements include ensuring that:

- There are sufficient numbers of first aid trained personnel to meet the need identified in the assessment throughout the times that the premises are in use
- There is adequate provision of first aid equipment which is stored in suitable containers
- Sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned. These should be reviewed and amended regularly
- Adequate access to a telephone is always available to call emergency services when required
- Staff are made aware of the location of first aid equipment/facilities
- A suitable first aid room is available when the need is identified
- Visitors and contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work if this will be available to them whilst working on-site.

The Centre Manager is responsible for assessing the first aid requirements for off-site activities where there may be an increased risk of injury. (see off site policy)

5. First Aiders

First aiders are responsible for maintaining their skills and knowledge and assisting in recording accidents when they administered first aid.

6. Health and Safety Lead

Nominated person(s) are responsible for maintaining stocks in first aid kits and appropriate signage is in place

7. Procedure

At Conquest Centre, there must be adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to employees and non-employees if they become injured or ill.

As a minimum requirement, Conquest Centre will provide a minimum of a suitably stocked first aid box in all buildings and train all staff members in Emergency First Aid to look after first aid arrangements and take charge in emergencies.

An Emergency First Aider may need to

- Undertake basic emergency first aid in accordance with their training
- Summon the assistance of a further First Aider or support
- Summon an ambulance or other medical services
- Ensure a record of the accident and treatment given has been made on a accident form.

8. Specific outdoor environment minor treatments

Splinter removal: Splinters can be removed using tweezers if the end is exposed, area should be washed after. If the splinter cannot be gripped you must NOT 'dig' for it, it can be covered with a plaster.

Ticks can be removed with pointed end tweezers or tick remover tool, grasp below the head as near skin as possible and remove, wash, clean and cover, any part of tick left in should be seen by a clinician.

Bee stings if stuck in can be gently scraped out with a blunt edge, e.g. edge of credit card or similar, do not use tweezers to pull it out as it will inject poison from the small sac at the end of the sting. Never apply any type of cream, lotion or spray to stings or insect bites.

9. Recording of Accidents/incidents

Staff are responsible for recording any Accident/Incident in a Report Book. The written content is to include all relevant information about any accident or incident that may be required for reference at a later date in the event of query or an insurance claim.

When required by HSE, this information can be transferred to a RIDDOR report form.

The Accident Book must be readily available at the Conquest Centre. Any report is to comply with the following standard:

- All reports must be written in ink, signed and dated;
- All records of accidents/incidents should be kept indefinitely.
- Information required in Report of an Accident or Incident is as follows:
 - The date, time and place of the accident/incident.;
 - The full name and address of the person in charge;
 - The full name and address of each person injured;
 - Their date of birth;
 - Their riding experience/ability;
 - The name and address of the school/centre attended (if relevant);
 - The name of the person responsible (parent/guardian/carers) at the time of the accident/incident for the person injured;
 - The name of the horse(s) involved;
 - The full name, address, role and signature of anyone else involved;
 - The names, addresses and signatures of at least two witnesses; Description of the accident/incident. Avoid speculation or supposition as to the cause of or responsibility for the accident/incident and state ONLY the facts of how it occurred and the outcome.
- Assessment of resultant injuries
- If the injured person (or otherwise the person who is responsible for the injured person) is able to do so, ask them to read, agree, sign and date the report.

10. First Aid Materials and Equipment

First Aid Kits are used throughout Conquest Centre and are available at all times. First-aid boxes should be easily accessible, and sited, if possible, near to hand washing facilities.

Conquest Centre First Aid Kits will be adequately stocked and regularly checked. HSE do not have a mandatory list but state it must meet what is assessed to meet needs of the Centres environment. A MINIMUM stock is listed below:

- 20 Individually-wrapped sterile adhesive dressings (assorted sizes);
- Sterile eye pads;
- Individually-wrapped triangular bandages, preferable sterile;
- Safety pins - various;

- Large, individually wrapped, sterile, undedicated wound dressings medium – sized, individually wrapped, sterile, undedicated wound dressings;
- Resus Pack (face shield, gloves wipe and guidance notes).
- Tuff cut scissors
- Eye wash/Sterile solution (multiples)

First aid kits in the kitchen and forest school will also include a burn kit and foil blankets.

Conquest Centre is responsible for assessing its own individual needs and adjusting the contents accordingly.

Conquest Centre First Aid Kits *** DO NOT CONTAIN MEDICATION OF ANY TYPE***. First aid boxes must only be used to store first aid materials and nothing else. They must not contain tablets, medications, creams etc.

The Health and Safety Lead must regularly inspect the contents of first-aid boxes and the contents must be restocked as soon as possible after use.

11. Medication

Conquest Centre cannot administer or allow any clients to take medication. (asthma medication excluded)

Clients and visitors are advised that any client with a condition that may require medical treatment must be accompanied by a carer or parent who can administer appropriate treatment if necessary.

12. Paediatric First Aid

Conquest Centre recognises that children and young people of various ages are cared for, therefore paediatric first aid will be included in the EFAW training.

13. First Aid Training

All employees who undertake first aid duties must be competent to carry out their role.

Someone with an up-to-date First Aid at Work including Paediatrics, Level 3 award will be onsite at the Centre during operational hours.

All staff are required to have up-to-date Emergency First Aid at Work including Paediatrics award.

14. Reference

<http://www.hse.gov.uk/firstaid/>

15. Policy Review

The Centre Manager is responsible for monitoring and reviewing this policy. This policy will be reviewed annually. In addition, changes to legislation, national guidance, codes of practice or government advice may trigger interim reviews.