



First Aid Policy

Who is responsible?

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. At Forbesy Camp, this includes responsibility for all Den Captains and the children. Scott Forbes is the employer. The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site. All staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the children at camp, in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. (reference - see page 4 paragraph 17 'Guidance for First Aid Schools – DCSF')

The camp has adopted the Essex County Council Health & Safety Manual HSP 10.2 First Aid and HSP 10.4 First Aid In Schools and Other Settings with Young Children V3.0 (February 2023). Copies of these policies are available from Scott Forbes.

Statement of Intent

Forbesy camp is conscious of its obligations under the Health and Safety (First Aid) Regulations and guidance, from the Department for Education and Skills, the Education Service Advisory Committee and the Local Education Authority to provide adequate and appropriate first aid facilities and personnel for Den Captains and the children.

As a result, this Statement has been drawn up to give details of the first aid Arrangements, which have been made for our camp.



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Principles and Practice of First Aid

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

First Aid Arrangements

Trained and Qualified First Aiders

- a) Trained and qualified First aiders are those members of staff who have attended a course of training on first aid (i.e. First Aid at Work or Refresher Course) and have a valid current first aid certificate, issued by an organisation approved by the Health and Safety Executive under the Health Aid and Safety (First) regulations.
- b) The First Aid certificate is valid for three years and has to be updated by means of a refresher course.
- c) The duties of the trained and qualified first aiders are:
 - i) to assess the situation where there is an injured or ill person
 - ii) to give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention.
 - iii) to arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition. The first aider responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.
 - iv) ensuring that there is an adequate supply of all the prescribed materials in the first aid boxes and kits and that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date, which is shown on the packets.
 - v) completing the Accident Report Folder
- d) The treatment of minor illnesses, such as the administration of tablets and/or medicines falls outside the definition of first aid. (Guidelines on the administration of medicines are provided for parents in our Medicines Policy).



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e) The names of the trained and qualified first aiders are as follows:

Name: Date of training:

Scott Forbes	27/01/2024
Kellie Forbes	27/01/2024
Christopher Hector Bevitt-Smith	24/06/2024
Cadia Lodge	27/01/2024
Joseph Lewis	27/01/2024
Ella Owen	27/01/2024
Harry Curran	27/01/2024
Aiden Taylor	21/02/2023
Isabella Welsford Knightley	27/01/2024
Aidan Clarkson	27/01/2024
Lucy Jones	14/09/2022

First Aid Boxes and other Supplementary Equipment

The location of first aid boxes, travelling first aid kits and other supplementary equipment is as follows:

a) In our camp vehicle

All first-aid containers must be marked with a white cross on a green background.

Contents of a first-aid container:

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.



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Extra stock for replenishing items used from the First Aid boxes is kept at the employer's house. Scott Forbes is responsible for maintaining First Aid stock.

HYGIENE/INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Any activity involving a child who carries an Epi-pen, must be led by a member of staff trained in administering an Epi-pen.

Contact with the Ambulance Service

The employer must have continuous access to a telephone.

If an ambulance is required:

- **Dial 999**
- Tell the operator that you want the Ambulance Service
- Wait for the Ambulance Service to answer
- Give the address where help is needed
- Give any other necessary information.

The nearest doctor:

The nearest doctors to the school are at Angel Lane Surgery, Angel Lane, Great Dunmow, Essex CM6 1AQ, 01371 872122

The nearest hospital:

The nearest hospital to the school is Broomfield Hospital, Court Rd, Chelmsford, Essex CM1 7ET, 01245 362000

Accident and incident reporting and investigation

Minor injuries and bumps to children should be recorded in our Forbesy Camp Accident Report Folder. Accidents and incidents of a more serious nature should be reported to parents and professional advice sought by phone immediately.



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Much of the reporting criteria in relation to children that go to hospital from the scene of an accident has changed under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Correct procedures will be followed.

FIRST AID RECORDING

The camp should keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

- Date, time and place of incident;
- Name of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- Details of what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to camp activities, went to hospital);
- Name and signature of the first aider or person dealing with the incident.

The record book is kept in the First Aid box.

The above members of staff **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain a major injury or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of staff **MUST BE CONSULTED** to treat children who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions / children with epipens at Forbesy Camp - irrespective of the type of illness or injury sustained. On **NO ACCOUNT** must these children be left/sent to self-administer their own treatment. Classification for incidents such as these is 'FIRST AID'. Consultation from the designated member of First-Aid staff should not be sought in the event of minor incidents which may be treated with Pastoral care.

- Examples of these are:
- Minor cuts or grazes
- Children who feel - or who are actually – sick
- Minor bumps to the head – i.e. children colliding



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- Minor marks to the body (bruises), skipping rope burns etc

FIRST-AID:

In the event of major injury, the designated member of First-Aid staff should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given. Should the injury require medical assistance (i.e. Parent called to camp/hospital visit/ambulance/), a member of the office staff should be contacted immediately to seek urgent authorisation from the employer (injury type permitting) and the relevant action taken. The use of an EPIPEN would normally require the calling of an Ambulance. The pen should be disposed of through the Ambulance Service. A child whose Epi-Pen has been used, cannot be allowed back to camp, until there is a replacement pen.

In the event of minor injury, the first aider dealing with the incident should complete the record book (top sheet to go home with child and bottom sheet stays as record in book). Injuries to the head need to be treated with particular care. If there is any cause for concern an ambulance should be called as a precaution and their parents /carers informed immediately by telephone – this is the responsibility of the First Aider dealing with the incident. For more minor bumps etc. the parent should be informed when they collect the child or by sending a letter home with the child as appropriate (record sheet).

Medicines – please refer to our Medicines Policy for the storage and administration of medicines

REASSESSMENT OF FIRST AID PROVISION

The employer should regularly review the camp's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.