

Richmond Hillbillies Policies and Procedures 2020/2021

Richmond



Hillbillies

First Aid Policy & Procedure

Hillbillies are committed to promoting good health and to dealing effectively with emergencies and illnesses that arise while at the club.

A qualified first aider will be present at all sessions. First aid training is encouraged for all staff and is updated every 3 years. A First aid box is accessible for **trained staff** to use. The whereabouts of the first aid box will be known by staff. The contents of the first aid box must be replaced as necessary, staff to inform the manager of any items used. The Manager is responsible for items being replaced and to check dates on first aid items.

Accident/ incident files are kept and are to be used for **all** accidents/ incidents even if no obvious sign of injury is visible. Staff will be shown the whereabouts of the accident/incident files and how to complete accident/incident forms. Staff can complete an accident/incident form even if you are not a qualified first aider.

Incident forms must be completed for children who arrive at the club with an injury and these must be countersigned by the parent/carer.

Accident forms **must** be signed by a parent/carer as an acknowledgement that the facts recorded give a true record of the accident and treatment. If any further treatment is needed a record of this must be added to the form i.e. if the child later attends hospital.

Head injury forms are available and are to be used for **all** injuries to the head, which includes a list of possible signs of concussion and are to be given to the parent/carer.

Disposable gloves are to be worn when dealing with any incident involving body fluids. Any materials, gloves etc must be disposed of in the bags provided.

Adhesive plasters should only be applied when permission has been given on the child's consent form.

Procedure for a major accident or serious illness. This includes adult accidents.

1. Stay calm
2. First aider does assessment and administers first aid if appropriate to reduce the risk of further injury.
3. First aider decides if the patient needs to go straight to hospital or can wait for parents/carers.
4. If the patient needs to go immediately to hospital the First aider delegates a playcarer to telephone 999.
5. Have details of patient's name, age and doctor i.e. child's registration form or staff's personal information sheet. Have details of location and telephone number and nature of accident/ illness.
6. Telephone parent / carer or next of kin.
7. Be ready to accompany patient in the ambulance if necessary. Take patients details with you.
8. A Hillbillies accident form must be completed and signed by staff involved and a parent, if applicable, as soon as possible. Add any updates as received.
9. If a 'Report of a Injury, Disease and Dangerous Occurrence Report' (RIDDER) form is required the manager will complete it.
- 10. Covid 19 Hillbillies follow all school policy & procedures connected to the virus.**