



## First Aid Policy

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## First Aid Policy

It is the policy of Autism Bedfordshire to have a safe work environment for employees, service users and visitors on any premises where Autism Bedfordshire services are provided. Emphasis is placed on the prevention of accidents and injuries through our rigorous risk assessment procedures. When accidents do occur, prompt and knowledgeable management of injured service users or employees will be led by staff who have been trained in first aid. We aim to have at least one member of staff with first aid training at any event we are providing.

The following first aid rules should be established:

- Adequate first aid supplies must be readily available. First aid cabinets or kits will be maintained in all buildings.
- First aid supplies are to be checked on a periodic basis.
- Minor medical treatment for cuts, scratches, etc., should be given by the first aider present on site.
- Should an injured employee or service user need urgent professional medical attention then the senior staff member present would call for an ambulance. Minor cases can be transported to the hospital by car. However, if there is any doubt, an ambulance should be called. For example, the following conditions would definitely indicate ambulance service:
  - Epileptic fit
  - Employee is unconscious or in shock
  - Haemorrhaging

- Severe abdominal cramps and/or vomiting
- Any apparent fracture
- Other symptoms of internal injury
- If the need for the emergency medical services should arise, the emergency contact should be contacted immediately.
- All animal bites, because of the possibility of rabies, should receive prompt medical attention by a physician. If someone is bitten, every attempt should be made to confine the animal.

### Procedures

- Parental/guardian consent is required to authorise first aid and medical attention. This consent will be taken upon registration.
- An incident form will be completed where any first aid is administered and parents will be asked to read and counter sign this note on collecting their child.
- Parents/guardians are required to inform Autism Bedfordshire of all medical conditions that their child has.
- First aiders will administer any first aid necessary, commensurate with their training, whilst awaiting medical assistance.

### Cuts, Grazes and 'Bumps and Bruises'

'Cuts and bumps' can be dealt with by the first aiders. Providing comfort and reassurance is as important as treating minor injuries. First aid boxes are present at all services. Cuts should be cleaned with water and impact injuries (bumps and bruises) treated with a cold compress. Cuts will usually be left open to the air unless there is continued mild bleeding or if the cut would be likely to be re-opened by continued involvement in normal activity. In these cases, cuts will be dressed with the appropriate dressing from the first aid box providing this is acceptable with a child's medical action plan notes if bleeding does not stop.

(Cuts that are deep, continue to bleed through light dressing or that raise concerns in other ways will be treated as requiring medical assistance).

**Nose bleeds** will be treated with a cold compress, with the head held steady (not tilted backwards).

**Impact injuries** will be treated with a cold compress and any sprain injuries checked to determine severity. Impact injuries that result in unconsciousness or concerning behaviour (drowsiness, grogginess etc.) will be treated as in need of further assistance.

### Asthma and Allergic Reactions

Children who suffer from asthma and known allergies will have an action plan for managing these conditions. This action plan is the basis for first aid. If a child has what appears to be an asthma attack or to be suffering an allergic reaction and does not have an action plan then the following procedure will be followed:

- Make the child as comfortable as possible.
- Contact parents to ask if there is an undisclosed history and to make them aware of the situation.
- If the reaction does not subside or changes parents will be re-contacted.

If the child has difficulty breathing or if staff have any concerns over the nature of the reaction – then medical assistance will be sought.

### Minor Ailments

Children with stomach upsets, high temperatures or any ailments that raise concerns will be monitored and reported to parents where necessary. Actions for these issues are covered in the Sick Child's Policy.

### **First Aid Box Contents (all contents should be in date and the Development Team should be informed should a date be within 3 months of its expiry):**

- First aid box
- Date checked
- Contents
- Triangular bandage x2
- Vent aid
- Gauze swabs (sterile)
- Disposable gloves
- Assorted plasters
- Mircopore tape
- Eye pad
- Scissors
- Safety pins
- Sterile dressings L x2, M x2, S x2
- Personal protection pack
- WASP-EZE