



# Taleblazers

## First Aid Policy

Taleblazers is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries, and where necessary members of the public. To this end, the provision will provide sufficient numbers of suitably qualified first aiders or appointed persons to ensure that the statutory requirements and the needs of the provision are met. Should employees have concerns about the provision of first aid within the provision, they should inform a director to enable the provision to review and rectify the situation if necessary.

Richard Blagden is responsible for ensuring that there are a sufficient number of first aid personnel or appointed persons within the workplace, to provide adequate cover. All staff working 1-1 or leading a session should hold a L3 Outdoor or Paediatric First Aid qualification within three years validity. Staff:student ratios on session have a maximum limit in line with Mountain Training guidance.

## Arrangements

First aid personnel are provision employees and a qualification is required for any staff member leading a session. This will be either a L3 Outdoor or Paediatric First Aid, or Emergency First Aid at work course for support staff, within the preceding 3 years. Refresher training will be provided.

## First Aid Kits

Session staff are required to carry a first aid kit on all outdoor sessions and should be appropriate for the conditions and group they are working with. It is recognised that different staff members will have different preferences for the composition of their first aid kit and no 'standard list' of required items is required. The L3 Outdoor First Aid course provides clear guidance on what should be carried. Staff are responsible for maintaining their own kit though supplies are provided by Taleblazers.

In community settings, it should be established whether there is a first aid kit onsite and if not one should be brought to every session.

## Recording Accidents and Treatment

First Aiders should keep a record of all treatment given by completing an online accident report form as soon as possible after the incident. If a person receives first aid, they will be emailed a copy of the completed accident form or if it is a young child, the form may be emailed to their class teacher or parent. A copy of the accident form will also be emailed to the home school or SEN caseworker as appropriate.

The first aider may deem it necessary to contact the parent of a child who has sustained an injury so that they are aware of what has happened thus exercising a duty of care. (This may be done even if the child doesn't need to go home or to invite the parent in to assess how a child is following an injury).

If hospital assessment is required, a decision will be made by the first aider attending. An ambulance will be called (999 / 111) and the next of kin will be notified. If a parent or next of kin of any staff member is unable to attend the hospital, then a member of staff will accompany the injured person.

RB will ensure that the accident reports are available and that storage is managed under the appropriate guidance (3 years).

If an accident results in a person not being in work for more than 7 days, it must then be reported via RIDDOR.

Accident reports will be analysed by RB termly in order to identify any patterns or areas that may need further action. Accidents and near misses are discussed at weekly team meetings of the SEN team and RB is responsible for ensuring that any changes are cascaded to other members of the team and risk assessed further where appropriate.

## **Medical File**

As part of the recruitment process, any new member of staff will be obliged to complete an Occupational Health Medical Questionnaire. Any new child (parents of) joining the provision will be asked to inform the provision as to whether they have any medical needs. This information is then recorded in their file.

## **Legal Indemnity of First Aiders**

First aiders whilst at work who provide first aid to employees, young people and members of the public will be covered by our Public Liability Insurance.