



FIRST AID POLICY

Name of Organisation: Pony Partnerships CIC.

Venue/address for which policy applies: All venues

Date of last review: 31st January 2021

Date of next review: 31st January 2022

Name of author: Danielle Mills

This policy relates to the following documents and policies:

- Health and safety

1. Policy Statement

Pony Partnerships CIC will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Pony Partnerships CIC is held by Mrs Danielle Mills (Clinical Lead) who is the responsible manager.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

In addition, Pony Partnerships CIC will provide first aid arrangements for any person who are visiting or working on the premises, in addition to our own employees/volunteers

2. Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer

- first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them.

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

3. Appointed Persons

At Pony Partnerships CIC there are 2 appointed persons who are as follows:

- Danielle Mills
- Michaela Desport

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the minimum legal requirement is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Note: Appointed Persons are not required to be First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- Two first aid kits on the premises

These first aid kits will be situated in the portacabin and shed

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every three months and record findings. Completed checklists are to be stored with the incident book

The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

The portacabin is designated as first aid areas for treatment, sickness and the administering of first aid. The first aid area will have the following facilities:

- First aid box
- Blanket
- Chair
- Access to telephone
- Running water
- Cleaning materials

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their

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assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- In the event of a severe asthma attack
- Whenever an Epi-Pen has been used

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment for an injury to the head
- requires attendance at hospital

In the event of an injury to the head, our procedure is to inform the parents by text message and by form at the end of the day. In the event of an injury that is considered to be serious or requiring attendance at the hospital it is our policy to contact the parents by telephone.

In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date and time of accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Significant incidents that do not involve emergency treatment will also be reported to parents by means of a letter (e.g. head bump letter) or phone call.

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