

# **Ryedale & District Mencap**

First Aid Policy and Procedure

April 2022

# Ryedale & District Mencap

## First Aid Policy and Procedure

This policy has been adopted by **Ryedale & District Mencap** through its Board of Trustees which remains responsible for its review.

Original signed version is kept in the Ryedale & District Mencap's Chairperson's office.

Signed:

Date:

Name:

**Chair of Trustees**

Signed:

Date:

Name:

**Trustee**

**Record of adoption and review of this policy and procedure:**

**Adopted:** April 2022

**Due for review:** April 2023

# First Aid Policy

## General

In this policy and procedure references to **Ryedale & District Mencap** and includes employees, volunteers and Trustees.

**Ryedale & District Mencap** tries at all times to be inclusive but reserves the right to decline to accept a person taking part in a project or activity where it is considered that concern about medical needs make it impractical for the person to take part in or continue to take part in that project or activity. In cases where people taking part in projects or activities may require support with their medical needs it is the responsibility of the family carer or care provider to supply this support. **Ryedale & District Mencap** cannot provide support to individuals in these circumstances.

**Ryedale & District Mencap** cannot take responsibility for administering medication except in cases of life threatening circumstances (see below).

## First Aid

**Ryedale & District Mencap** will ensure that, for its services for children and adults who have a learning disability, and volunteers, at least one member of staff has been trained in administering first aid.

**First Aid is the provision of help until suitably qualified medical professionals arrive to support the casualty. A First Aider is NOT required to administer medication except in the case of life threatening circumstances e.g. epipens in the case of severe allergic reaction (anaphylaxis)**

The Health and Safety (First Aid) Regulations 1981 requires us to provide adequate first aid equipment and a sufficient number of trained people to administer first aid when required.

We will carry out a first aid risk assessment; this will enable us to establish the number of trained first aid person/s we require as well as the amount of first aid equipment needed.

Factors considered will be:

- The number of people involved
- The level of risk that our business activity presents (low, medium or high risk)
- The proximity of our business (location e.g. rural or town centre that may affect the speed at which the paramedics will arrive)
- any other issues that may affect the assessment

**The qualified first aid people or appointed persons are:**

**Josephine Hall Manager**

**The first aid box is located in:**

**The kitchen at the village hall**

**or**

**Josephine's Backpack on walks**

**All accidents are to be reported and entered in the accident book, which is located in:**

**The First Aid Box**

All accidents will be investigated and remedial actions identified to prevent reoccurrences of the same or similar incidents. The level of investigation will depend up on the seriousness of the accident.

**The responsible people for investigation of accidents are:**

**Mark Harrison Chairperson**

**Josephine Hall Coordinator**