

## **First aid policy**



The safety of all visitors at Sycamore Adventure is of paramount importance. As such, there will always be a first aid trained member of staff available at the adventure playground to ensure a rapid response to accidents and injuries.

Designated persons for first aid are:

- Keith Rogers, play service manager
- Will Gannicliff, senior play ranger
- Glen Flurry, Free 2 Play Playworker
- Ash Sadlier, Free 2 Play Playworker
- Michelle Collins, Free 2 Play Playworker
- Joe Waterfield, Free 2 Play Playworker
- Tina Davies, Free 2 Play Playworker
- Joseph Waterfield, Free 2 Play Playworker
- Kai Millard, Free 2 Play Playworker

Sycamore Adventure will ensure that all first aid staff have training renewed every three years and will aim to train further play workers.

Staff that have not received up-to-date first aid training should not deal with a casualty, rather alert the designated first aiders immediately. All staff are aware of this policy so are aware who the first aiders are. A poster is also displayed to inform all present of who the first aid staff are. Walkie talkies are available to alert first aiders of an emergency quickly.

The centre has two first aid stations available for use. These stations are checked on a monthly basis as part of the center safety check and are also replenished after use. All staff and volunteers are aware of where the First aid stations are situated. The stations are as follows:

- Kitchen (to the left of the sink)
- Office (above the sound system)

The accident book is stored safely in the office (on the back of the door) and should be completed following all accidents at Sycamore Adventure. Completed forms are then stored in the filing cabinet and should only be made available to those who have a need to know following accidents. Any accidents which involve an ambulance being called need to be logged electronically by senior staff on the same day by following this link <http://appsrvr3/pseweb/incident.asp?Action=Welcome>. In addition, Health

and Safety rep Mike Morton / Jane Locke & senior management should be informed.

Sycamore Adventure also has a defibrillator available to the public which is situated at the front of the adventure playground building.

Procedure to be carried out should if be deemed necessary:

1. Alert First Aid staff as soon as an accident is discovered.
2. Look for any dangers, do not become another casualty.
3. Assess the situation and remain calm.
4. Use protective equipment where necessary and if available.
5. The first aid member of staff can treat the injury and record this in the first aid book.
6. Where advice regarding the severity of an injury or diagnosis is required, 111 should be dialed.
7. If needed, send for help immediately. If an ambulance is required it should be directed to the scene without delay by dialing 999 for the emergency service, (9 – 999 from office phones).
8. The first aider should support the recovery of the casualty until emergency services are available to take over.
9. Ensure that parent or carers are made aware of the situation and kept updated as soon as it is possible to do so.
10. Ensure that all accidents / incidents are recorded in line with R.I.D.D.O.R.

### **Reporting of incidents:**

All accidents must be entered into the accident book and signed by the member of staff who dealt with the accident, a witness and the injured person (if possible).

If any injury needs hospital treatment, the play service manager must be informed who can then take further steps where necessary. Senior staff should complete an online register of the incident to alert health and safety of the incident. Line management must be made aware of the accident.

This procedure will be reviewed annually or after any changes in legislation or after any accident of a serious nature that has taken place on site.