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registered charity no.1150769

FIRST AID AND NEAR MISSES POLICY

Musica's First Aiders are: Tim Ainslie & George Fothergill who are also the Musica Project Managers.

Musica's objective is to ensure that arrangements are in place:

To provide adequate first aid cover during workshops

For taking the appropriate action where further treatment or advice is needed

For informing parents and other appropriate persons of the action taken

Where appropriate, for following up and monitoring progress after treatment

For proper and confidential recording of treatment given and action taken; and

To make the above provision available to all attendees, staff and visitors

Musica will provide:

A first aider who is trained and available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.

First aid cover will be provided at all times during the Musica workshops.

A list of all children with specific medical conditions i.e. asthma and allergies etc will be held by the first aider.

All specific medication and medical equipment, i.e. inhalers, epi-pens etc will be the responsibility of the parent/carer and held by the parent/carer unless the young person is in attendance without a parent or carer, then this should be clearly labelled and handed to our first aider to store safely until required. (please refer to Drugs Policy)

A first aid box will be kept by the first aider at all Musica workshops.

Facilities to enable staff to summon assistance in case of an accident.

Arrangements so that contact details for a pupil or member of staff are available in case of an incident.

Musica staff and attendees will be told where to go for help in the event of an accident.

Staff qualified to provide first aid will:

Provide immediate care until further assistance is available.

Assess whether further assistance is required and if appropriate seek it.

If the incident occurs within the workshop, inform the first aider to arrange to inform the parents (in case of an attendee) or other adult in the case of a member of staff or adult visitor either by a medical slip or in more serious cases telephone contact (further details below).

First aid equipment and supplies will only be used or administered by qualified first aid staff, in accordance with the instructions for their safe use.

For the purposes of this Policy a member of staff is deemed to be qualified to administer first aid if they have a valid Practical First Aid Certificate issued by a recognised body.

All Musica staff will familiarise themselves with subject specific risk assessments.

Accidents, injuries and medical conditions must be recorded in the first aid record book

All minor incidents will be treated by the first aider (cuts and grazes). The wound should be cleaned with sterile water and covered with a dressing.

In the case of severe nose bleeds the casualty must be asked to sit leaning forward pinching the soft part of the nose. If bleeding continues for more than 30 minutes the casualty's parents/carer must be contacted and the casualty taken to doctor/hospital.

In the case of fainting lie the casualty down, ensure legs are raised above the heart/chest level. Loosen tight clothing and ensure casualty has plenty of fresh air. Once the casualty starts to recover, reassure and help him/her to slowly sit up.

In the case of a suspected broken collar bone do not move the casualty unless in danger. Support and cushion the injured part and protect any open wounds from infection. Casualty's parents/carer must be contacted, and the casualty taken to hospital.

In the case of diabetic hypoglycaemia sit the casualty down and give them a sugary drink or something sweet to eat. Let the casualty rest and advise parent/carer to visit the doctor. If the casualty is unconscious call an ambulance immediately.

In the case of anaphylactic shock sit the casualty down to ease any breathing difficulties and then call an ambulance immediately. Those casualties with an epi-pen must have it administered immediately, and an ambulance called.

In the case of an epileptic fit if possible try to ease the casualty's fall. Let the fit run its course without interference. Clear the area and when movement stops loosen

tight clothing and place the casualty in a recovery position. Monitor and when completely recovered parent/carer may take him/her home.

In the case of severe bleeding, serious injury to legs or back or head injury, the casualty must not be moved and a qualified first aider called to the scene as soon as possible.

In the cases of serious accidents or medical emergencies the first aider is delegated to call an ambulance immediately.

If an attendee has a serious accident, has a head injury or develops a serious illness it is important that the parents are informed as soon as possible.

In the case of a serious injury, where immediate hospital treatment may be required, no food or drink should be given to the injured person.

Any attendee who requires a hospital visit following an injury or medical emergency at a Musica workshop must be accompanied by a member of staff or their parents/carers.

If an attendee is unconscious he/she should not be moved unless absolutely necessary, i.e. in a dangerous situation or if it is imperative to move him/her into the recovery position due to breathing difficulties. Emergency services should be called immediately.

If an attendee is knocked unconscious for a brief time or is concussed, he/she must not be allowed to continue with any activity and should be taken to hospital or seen by a doctor as soon as possible.

First Aid Boxes

A first aid box will be kept by the first aider and taken to all Musica workshops

The first aider is responsible for stocking the first aid box.

First Aid Kits

Musica's first aid box contains the following items:

Leaflet giving general guidance and advice on first aid

Tissues

Eye Glass

Bandages

Safety Pins

Freshen Up Wipes

Surgical Tape

Cleansing Wipes

Insect Repellent Wipes

Non-Adhering Absorbent Dressing

Adhesive Sterile Dressings

Plaster Strip
Disposable Gloves
Tweezers

The contents of the box should be examined frequently and restocked soon after use. It is the responsibility of the first aider to check expiry dates and maintain the stocks.

Hygiene/Infection control

Basic hygiene procedures must be followed by staff

Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

All dressings and equipment should be disposed of in the appropriate bin provided at the venue.

Reporting and Recording of Minor Accidents

As previously mentioned in this document the first aider holds a first aid record book.

The first aid record book is detailed and designed for a copy to be kept by the school and a slip to be sent home to the parents.

Reporting and Recording of Major Accidents

Statutory requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

Musica is aware that the following accidents must be reported to the HSE without delay:

Accidents resulting in death or major injury

Accidents which prevent the injured person from doing their normal work for more than three days

Hazard/Near Misses

An incident/near miss can be defined as something that has happened which is not intended to do so. No injury or damage has to have occurred, i.e. a roof tile falling to the ground narrowly missing a person.

It is important to notify the first aider of any incidents immediately - before they may result in an injury.

The person involved will complete a Hazard /Near Miss Report Form and give to the first aider.

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