

Elysian

First Aid Policy



Date Reviewed: June 2025

Date of next review: June 2026

Elysian recognises the importance of First Aid in saving lives and preventing minor injuries becoming major ones. This is particularly relevant when working in a farm setting where the potential risks are increased and the ability for staff to attend an accident quickly is limited due to the large site. To this end, and in line with its responsibilities under health and safety legislation to provide adequate and appropriate equipment and facilities for providing first aid in the workplace, Elysian has developed this First Aid Policy.

Two people have been designated to take responsibility for ensuring proper First Aid arrangements. First Aiders are displayed on the First Aid posters within the buildings at Elysian.

Elysian will:

- Provide suitably stocked first-aid containers within 2 minutes' walk of all buildings
- Provide travelling first-aid containers for all trained staff, to be carried to locations where staff and students are temporarily located in the extended surrounding farm site.
- Appoint a person to take charge of first aid arrangements.
- Provide information for employees on first-aid arrangements.
- Appoint and train 1 First Aider who will:
 1. complete an accredited First Aid at Work training course.
 2. be responsible for giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
 3. Where necessary, ensure that an ambulance or other professional medical help is called.
- Provide Appointed persons training for all other staff.
- Maintain readily accessible accident records for 3 year. The Accident book is located in the Office.
- Ensure that all reportable accidents are reported to the Health & Safety Executive in a timely manner.
- Provide First Aid accommodation for medical treatment.
- Isolate and clear up spillages of blood, vomit and excreta safely.
- Dispose of needles and sharp objects safely.
- Provide hand washing facilities for all staff, students and visitors.

Attending to an accident

If an accident occurs, the member of staff will provide initial first aid only in accordance with their level of expertise and training. As soon as practically possible, the member of staff should contact the designated First Aider by phone and then post a message on the staff WhatsApp group for information. This can only be done if it is safe to do so.

Signs are posted around all sites that give information as to who the designated first-aiders are.

First Aiders are responsible for answering calls for assistance, providing support within their competency and for summoning further support if necessary.

The Role of the First Aider:

- Attend all calls for first aid assistance.
- Ensure their own safety at all times.
- Provide assistance at all times in compliance with their 'First Aid at Work' training.
- First Aid Officers must be aware of the limits of their competency and when to call for an ambulance/assistance.
- Take charge of the casualty until a satisfactory level of recovery has been achieved or until the emergency services have arrived.
- Ensure that the condition of the casualty does not deteriorate as far as reasonably practicable by implementing their first aid training.
- Refer the patient on to hospital or to their own GP as appropriate if they are in the opinion that further treatment/attention is required
- Ensure an accident report is completed by the patient or on their behalf as appropriate

The Accident book is kept in Reception. The Head of Education or on-site manager should be informed immediately of any significant accidents or illnesses.

In the event of a serious injury or head wound, immediate actions are required to ensure proper care and documentation. The following steps should be taken:

- **Immediate Transport:** A senior member of staff should promptly take the injured young person or staff member to the nearest hospital to ensure they receive immediate medical treatment.
- **Notify Parent/Carer:** The parent or carer must be contacted without delay and informed of the hospital to which the injured individual is being taken so that they can meet them there as soon as possible.
- **Incident Documentation:** Staff members who witnessed the incident must quickly document the event, detailing the circumstances leading up to the injury, the incident itself, and the aftermath, to provide a clear account for medical and purposes.
- **First aid log:** If injury is to a member of staff or volunteer then injury will be logged in the appropriate accident book kept in reception office area. If injury is to a young person, this will be logged on CPOMs (online portal).

The nearest Emergency and Casualty Departments are at:

- **Shamley Green Site:**
Royal Surrey County Hospital
Egerton Road
Guildford
GU2 7XX

- **Liss and Froxfield Sites:**
Frimley Park Hospital
Portsmouth Rd,
Frimley,
Camberley
GU16 7UJ

Petersfield Community Hospital (walk in centre)
Swan St,
Petersfield
GU32 3LB

- **West Horsley Site:**
Royal Surrey County Hospital
Egerton Road
Guildford
GU2 7XX

Reportable Incidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents that occur in schools or during educational activities elsewhere, must be reported to the Health and Safety Executive (HSE), the body responsible for enforcing health and safety law.

If employees or self-employed persons working on premises suffer injury, accidents must be reported to the HSE if they: prevent the injured person from continuing at his/her normal work for more than three consecutive days, (excluding the day of the accident), or result in death or major injury.

Major injuries include:

- fractures, except to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- temporary or permanent loss of sight
- a penetrating injury/chemical/hot metal burn to the eye
- electric shock or electrical burn resulting in unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- loss of consciousness caused by asphyxia, or exposure to harmful substances or biological agents

- acute illness requiring medical treatment caused by exposure to a biological agent or its toxins or infected material
- any other injury which results in admittance to hospital for more than 24 hours, hypothermia, heat induced illness, unconsciousness or the need for resuscitation.

Accidents to employees are work-related if they are attributable to:

- work organisation (e.g. the supervision of a school trip)
- the condition of the premises
- plant or substances (e.g. machinery, experiments, etc)
- acts of physical violence to employees (not students).

As far as students and other people who are not at work (e.g. parents, agents) are concerned, an accident must be reported if the person involved is killed or taken to hospital and the accident arises in connection with work.

Fatal Injuries

If any person dies as a result of an accident arising out of or in connection with work the reporting person should call '999' and then inform the Head of Education or on-site Manager. The accident scene must not be disturbed and should be cordoned off. Fatal accidents, major injuries and dangerous occurrences must be reported without delay (e.g. by telephone). Within the next 5 working days this should be followed up by a report in writing. Records will be kept for three years.

Reporting an incident

All incidents / accidents can be reported to a national call centre rather than direct to the enforcing authority. This can be done in a number of ways:

- by post: The Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG
- by telephone: 0845 300 9923
- by fax: 0845 300 9924
- by email: riddor@natbrit.com
- on the Internet: www.riddor.gov.uk
- or via the HSE website www.hse.gov.uk

Spillages of blood, vomit and excreta including safe disposal of needles and sharp objects

Elysian's infection control procedure is as follows:

- Keep people away from the contaminated area
- Cover all breaks in the skin with waterproof plasters
- Wear disposable blue nitrile gloves and a disposable apron
- Where splashing is possible, protect eyes and mouth with a visor
- Avoid hand-mouth contact and hand-eye contact

For blood spills:

- Use diluted bleach (1-part bleach to 10-parts water) in a bucket of warm water
- Carefully pour the dilute mixture gently over the spill
- Cover with disposable towels
- After 2 minutes mop up using more disposable towels
- Dispose of any used gloves, aprons, mop heads and cloths into the clinical yellow bag and seal it
- Wash hands thoroughly with antibacterial soap and water

For vomit and excreta spills:

- Remove gross contamination using plenty of paper towels
- Clean affected area with detergent
- Dispose of all waste into a clinical yellow bag and seal the bag
- Wash hands thoroughly with antibacterial soap and water

For Urine Spillages:

- Do not use bleach as this may result in a dangerous chemical reaction Use paper towels to mop up the urine
- Clean the area with detergent
- Dispose of all waste into clinical yellow bags
- Dispose of any used gloves, aprons, mop heads and cloths into the clinical yellow bag and seal it
- Wash hands thoroughly with antibacterial soap and water

For Safe Disposal of Contaminated Sharps, used Needles, etc:

- Handle sharps/needles with care. If possible, pick up from the non-contaminated/non-sharp end. Make use of tweezers if available
- Dispose of sharps securely
- Any other items that may be contaminated by blood or body fluids should be disposed of into a yellow clinical waste bag and sealed
- Wash hands thoroughly with antibacterial soap and water

This policy will be reviewed annually or sooner if there is a need by one of the Heads of Education.

For the purposes of this policy, where the term Elysian is used, it refers to Elysian Animal Assisted Interventions Ltd.