

First Aid Policy & Emergency Medical Response Procedure

J&V Activity Buddies

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Organisation: J&V Activity Buddies

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1. Purpose

The purpose of this policy is to ensure that J&V Activity Buddies provides a safe environment and an effective, timely, and appropriate response to medical emergencies and first aid needs for individuals supported in the community.

This policy ensures compliance with relevant UK health and safety legislation, including:

- Health and Safety (First-Aid) Regulations 1981
- Health and Safety at Work Act 1974
- Care Quality Commission (CQC) Fundamental Standards (where applicable)

2. Scope

This policy applies to:

- All employees, support workers, volunteers, and contractors
- All individuals receiving support from J&V Activity Buddies
- All community-based activities, outings, transport, and events

3. Policy Statement

J&V Activity Buddies is committed to:

- Providing adequate first aid provision at all times during activities
- Ensuring trained staff are available during community support sessions
- Responding promptly and appropriately to illness, injury, or medical emergencies
- Maintaining appropriate first aid equipment and supplies
- Ensuring accurate documentation of all incidents

4. Responsibilities

4.1 Management

- Ensure sufficient trained first aiders are available
- Provide and maintain first aid kits across all service settings
- Ensure staff receive appropriate training and refresher courses
- Conduct risk assessments for all activities

4.2 Staff / Support Workers

- Take reasonable care of service users and themselves
- Administer basic first aid within their level of training
- Act immediately in emergencies
- Follow escalation procedures
- Record all incidents accurately

4.3 First Aiders (Designated Staff)

- Provide first aid treatment in line with training
- Take charge during medical emergencies until emergency services arrive
- Ensure appropriate handover to paramedics or medical professionals
- Maintain confidentiality and dignity of individuals

5. First Aid Provision

J&V Activity Buddies will ensure:

- Fully stocked first aid kits are available during all community activities and transport
- Kits are checked monthly and restocked as needed
- Kits are tailored for community care (e.g., plasters, dressings, gloves, wipes, burn dressings)
- Emergency contact details for all service users are accessible during outings

6. Emergency Medical Response Procedure

Step 1: Assess the Situation

- Ensure the area is safe for staff and the individual
- Do not put yourself at risk
- Assess the person's condition

Step 2: Provide Immediate Assistance

- Administer first aid within training limits
- Reassure the individual and keep them calm
- Do not move the person unless necessary for safety

Step 3: Call for Help

Call **999 immediately** if:

- The person is unconscious or not breathing
- Severe bleeding cannot be controlled
- Suspected stroke, heart attack, or anaphylaxis
- Serious head, neck, or spinal injury
- Severe allergic reaction
- Seizure lasting longer than usual or first-time seizure
- Any situation where staff are unsure but concerned

Provide:

- Exact location
- Nature of emergency
- Condition of the person
- Any known medical conditions or allergies

Step 4: Notify Management

- Inform on-call manager as soon as possible
- Contact next of kin/emergency contact if appropriate and authorised

Step 5: Stay with the Individual

- Remain with the person until help arrives
- Monitor condition and provide updates to emergency services
- Provide reassurance and dignity

Step 6: Handover

- Give full report to paramedics including:
 - What happened
 - First aid given
 - Known medical history (if available)

7. Infection Prevention & Control

Staff must:

- Wear disposable gloves when dealing with bodily fluids
- Use aprons when necessary

- Dispose of waste safely in clinical waste bags where available
- Wash hands before and after first aid treatment
- Use alcohol gel when handwashing is not immediately possible

8. Documentation & Reporting

All incidents must be recorded using the **Incident/Accident Report Form** and include:

- Date, time, and location
- Details of incident
- Actions taken and first aid provided
- Whether emergency services were contacted
- Witness statements if applicable
- Manager review and follow-up actions

Where required, report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

9. Safeguarding Considerations

- Any injury that may indicate abuse or neglect must be reported immediately under safeguarding procedures
- Staff must remain vigilant to non-accidental injuries
- Follow safeguarding policy alongside this procedure

10. Training Requirements

- All support staff must complete basic first aid awareness training
- Designated first aiders must hold an accredited qualification (e.g. Emergency First Aid at Work or First Aid at Work)
- Refresher training must be completed every 3 years (or sooner if required)
- Scenario-based emergency response training is recommended for community support staff

11. Risk Assessment

Risk assessments must be completed for:

- Community outings
- High-risk activities (e.g., swimming, sports, trips)
- Individuals with known medical conditions (e.g., epilepsy, diabetes, allergies)

Risk assessments should identify:

- Likely medical risks
- Required equipment
- Staffing levels
- Emergency response plans

12. Equality & Person-Centred Care

All first aid and emergency responses must:

- Respect dignity, privacy, and cultural needs
- Be adapted to individual communication needs
- Follow person-centred support plans and health action plans

13. Review of Policy

This policy will be reviewed:

- Annually
- After any serious incident
- When legislation or best practice changes