

## *Hummingbird Community Activities*

# First Aid Policy & Emergency Medical Response Procedure

**Owner:** Joanna Kusnierek

**Organisation:** Hummingbird Community Activities

**Version:** 1.0

**Date:** June 2026



## 1. Policy Statement

Hummingbird Community Activities is committed to ensuring the health, safety, and well-being of all service users, staff, volunteers, and visitors during all community-based activities. We will take reasonable and proportionate steps to provide effective first aid and emergency medical response in the event of illness or injury.

This policy is designed in line with the **Health and Safety (First-Aid) Regulations 1981** and best practice guidance from the **Health and Safety Executive (HSE)**.

## 2. Purpose

To ensure:

- Immediate and appropriate first aid is provided when required
- Clear procedures are followed in medical emergencies
- Staff understand roles and responsibilities
- People with additional needs receive safe, dignified, and responsive care
- Emergency services are contacted promptly when necessary

## 3. Scope

This policy applies to:

- All employees
- Volunteers
- Agency staff
- Contractors
- Service users participating in community activities
- Any situation occurring during Hummingbird-led activities (on-site or off-site)

## **4. Responsibilities**

### **4.1 Management**

- Ensure adequate numbers of trained first aiders are available
- Provide suitable first aid kits and emergency equipment
- Ensure risk assessments are completed for all activities
- Maintain up-to-date emergency contact and medical information for service users
- Ensure staff receive regular training updates

### **4.2 Staff and Volunteers**

- Take reasonable care of themselves and others
- Act within the limits of their training
- Follow emergency procedures immediately
- Record and report all incidents accurately
- Remain calm and reassure service users

### **4.3 First Aiders**

- Provide first aid within their level of training
- Assess situations quickly and safely
- Decide when emergency services are required
- Stay with the casualty until handover to medical professionals or carers

## **5. First Aid Provision**

Hummingbird Community Activities will ensure:

- Clearly marked, accessible first aid kits at all activity locations
- Kits checked regularly and restocked
- Emergency contact numbers are readily available
- Mobile first aid kits are carried during community outings
- Staff are trained in basic life support and safeguarding considerations

## **6. Emergency Medical Response Procedure**

### **Step 1: Assess the Situation**

- Ensure the area is safe for yourself and others
- Do not put yourself at risk
- Quickly identify the nature of the injury or illness

### **Step 2: Provide Immediate Care**

- Approach calmly and reassure the individual

- Do not move the person unless there is immediate danger
- Provide first aid within your competence
- Maintain dignity and privacy at all times

### **Step 3: Call for Help**

Call **999 immediately** if any of the following occur:

- Loss of consciousness
- Breathing difficulties or cessation of breathing
- Chest pain or suspected heart attack
- Seizure lasting more than 5 minutes or repeated seizures
- Severe bleeding
- Suspected stroke (FAST symptoms)
- Serious head injury or fall
- Anaphylaxis or severe allergic reaction
- Any situation where you are unsure but concerned for life

Provide:

- Exact location
- Nature of emergency
- Condition of the person
- Any known medical conditions or disabilities
- What first aid is being provided

### **Step 4: Support and Monitor**

- Stay with the person continuously
- Monitor breathing and responsiveness
- Keep them warm and comfortable
- Do not give food or drink unless advised by emergency services

### **Step 5: Handover to Emergency Services**

- Provide clear information to paramedics
- Share known medical history, allergies, and medications if available
- Record time of incident and actions taken

## **7. Considerations for People with Additional Needs**

Staff must take extra care to:

- Communicate in a way the individual understands (use of visuals, simple language, Makaton if appropriate)
- Be aware of sensory sensitivities during emergencies
- Respect personal space while ensuring safety
- Consider existing care plans, risk assessments, and behavioural support plans

- Involve known carers or family members as soon as appropriate

## **8. Incident Reporting**

All incidents requiring first aid must be:

- Recorded in the Accident and Incident Report Form
- Reported to a manager as soon as possible
- Reviewed to identify learning and prevention measures

Where required under RIDDOR, serious incidents will be reported to the **Health and Safety Executive**.

## **9. Training Requirements**

Hummingbird Community Activities will ensure:

- Designated first aiders hold valid qualifications (e.g., Emergency First Aid at Work or equivalent)
- Refresher training is completed every 3 years (or sooner if required)
- Staff receive additional training relevant to service users' needs (e.g., epilepsy, autism support, diabetes awareness, anaphylaxis management)

## **10. Review of Policy**

This policy will be reviewed:

- Annually, by Joanna Kusnierek, business owner, 20/06/2026 or
- After any serious incident, or
- When legislation or best practice guidance changes

## **11. Related Documents**

- Safeguarding Policy
- Health and Safety Policy
- Risk Assessment Procedures
- Medication Administration Policy
- Behaviour Support Plans
- Individual Care Plans