



SOAR VALLEY MUSIC CENTRE POLICY DOCUMENT

FIRST AID POLICY

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1. General Policy Aims

One of our fundamental aims is to care for all people involved with Soar Valley Music Centre. First Aid will pursue this aim by:

- **Preserving life**
- **Limiting the effects of the condition on the casualty**
- **Promoting the casualty's recovery, if possible.**

Under the Health & Safety (First Aid) Regulations 1981 Soar Valley Music Centre has a responsibility to ensure that First Aid provision is sufficient. We do this by:

- **Providing First Aiders on all our premises**
- **Providing Training & Re-Qualifying Training for those First Aiders**
- **Providing sufficient first aid kits and equipment**
- **Ensuring that everybody is aware of how and where to get first aid treatment**

2. Objectives

Organize and provide First Aid Care.
Keep appropriate records and make reports.
Maintain the appropriate First Aid Kits.

3. Staff Responsible

We will always have at least one member of staff on the premises who is first aid trained.

3.1 Staff with First Aid At Work Qualifications

James Simpson
Nicholas Coley

James Simpson is responsible overseeing the first aiders on the premises and for regularly checking that the first aid kits on all premises are adequately stocked and if necessary ordering replacements.

3.2 Other Appropriate Persons

Amit Chandrasingh
Jacob Ashman-Lee
David Hilton
Russell Finlay

3.3. Staff named in 3.2 will refer to staff named in 3.1 if they have any doubt about treatment, and will report any incident to the lead first aider to ensure it is properly recorded.

3.4. All staff have a responsibility to refer casualties to named staff.

4. First Aid Kits

The first aid kit is kept in the Office at Claremont Centre and in the Kitchen at Nursery Annexe.

5. Informing Parents

The staff named above will decide whether or not parents need to be informed when their child has been treated. Parents may be informed by telephone or through the pro formas kept in the medical room. Parents should always be informed about head injuries no matter how minor they may appear to be.

6. Giving Medication

A First Aider is not allowed to “prescribe” medication to a patient however a fully conscious casualty is capable of whether or not they want to take any medication to help them.

Any medication, for example, paracetamol can only be given by one of the trained first aiders and if the patient is under the age of 18 then written consent must have been given by the parent or guardian of the patient.

Any person who is on prescribed medication should make a first aider aware who will disseminate the information to all the other first aiders on the premises. Any prescribed medication must be correctly labelled by a pharmacist with the students name and required dosage.

7. Anaphylactic Shock

Any person at risk of Anaphylactic Shock should be identified, and all staff made aware of this. In the event of somebody suffering a reaction, a first aider should be contacted, but any member of staff who has been shown how to administer an epipen may do so.

8. Pupils especially at risk

In addition to the pupils at risk from anaphylactic shock, certain other pupils have conditions which make them vulnerable. These will be identified and all staff should be aware of their conditions.

9. Reports to the Health and Safety Executive

Accidents/illnesses involving treatment by a doctor may need a special report, and any accident which could result in serious injury must also be reported. The lead first aider to complete the necessary documentation.

10. When in doubt call an ambulance

All Leicestershire ambulances have a paramedic capability. Do not be afraid to use them.

11. Training

All named staff have undertaken training. Staff in 3.1 have all passed the four day First Aid at Work Course and undertake retraining at least every 3 years. Staff in 3.2 have all passed the one day first aid appointed persons course.