

First aid policy

For

G B LEISURE UK LIMITED

The Directors of G B LEISURE UK LIMITED accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the swim school.

The Directors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995. The provision of First Aid within the swim school will be in accordance with the Authority's guidance on First Aid.

Statement of First Aid organisation

The swim school's arrangements for carrying out the policy include nine key principles.

- It places a duty on the Directors to approve, implement and review the policy.
- It place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- To record all occasions when first aid is administered to employees, students and visitors.
- To provide equipment and materials to carry out first aid treatment.
- To make arrangements to provide training to employees, maintain a record of that training and review annually.
- To establish a procedure for managing accidents in school which require First Aid treatment.
- To provide information to employees on the arrangements for First Aid.
- To undertake a risk assessment of the first aid requirements of the swim school.

First Aid roles

Overall responsible for First Aid

- Mrs Georgina Dempster

Information on First Aid arrangements.

The Director will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kits.

In addition, the director will ensure that signs are displayed throughout the pool providing the following information:

- Names of employees with first aid qualifications (and the nature of the qualification).
- Location of first aid boxes (and required contents list).
- Access to the First Aid Policy.

Action at an emergency

- Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe, look at injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond. IF THERE IS NO RESPONSE:
- Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.
- Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least.
- Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR).

Transporting injured pupils to hospital or home.

- The director or lead swim teacher will determine what is the most reasonable and sensible course of action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Director or lead swim teacher will contact the parents for them to take over responsibility for the child.

Personal Safety

When administering First Aid it is important that the following guidelines are followed:

- First Aiders should always wear medical gloves (available from the main cupboard and in all kits) when treating a child.
- All gloves, used dressings and contaminated tissues should be put in a sealed plastic bag and placed in the medical bin
- If the student's injury is in an area that requires the removal of items of clothing then a second member of staff should always be present. If feasible ask the child to remove their own items of clothing.
- Where possible get the child to assist with their care (e.g. removing clothing, holding dressings in place etc).

-If the injury is to an intimate area of the body then try to get the child to carry-out any simple wiping or cleaning of the injury.

Treatment of such injuries should always be in the presence of another staff member. For an injury of this nature it may be more appropriate to contact the child's parent and inform them of the situation. Pupils (particularly older children) may feel uncomfortable being treated by a member of staff.

Student Accidents

>Accidents that require any treatment or have caused any injury (or potential injury) will be recorded on the Accident Folder. Accident Folders are in the folder/purple box in the cupboard. At the end of each term records from the Accident Folders are collated and analysed.

> All records are then stored centrally.

>A notification slip will be sent home with the child for parents.

>If the staff member treating the child has any concerns that the injury sustained may be more serious, or involves a head or neck injury, then the child's parents should be notified immediately and a designated First Aider consulted.

>If a child's injury is potentially significant, or their condition is deteriorating, then an ambulance should be called.

> IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE DESIGNATED FIRST AIDER TO ARRIVE ON THE SCENE.

Appendix 1

Sample of accident book

Swinwell Teaching Services First Aid Record
Please make sure a slip has been given to the child/parent.

Date/Time	Name of Participant	Injury	Cause of injury	Treatment given	First aider & Witness	Parent called/Hospital Referral?

Appendix 2

Sample of accident slip

Swimwell Teaching Services Accident Report Slip

Childs Name _____

Date/Time of Injury _____

Brief Description _____

Treatment given _____

First aid was administered by _____ Role _____

Although basic first aid has been administered you may wish to seek advice from a medical practitioner