# **First Aid Policy**

At Rossendale Drum Majorettes (RDM) we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, training, volunteers, and members of the group, and will take all reasonable practical steps to fulfil our responsibility.

## Aims

* To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all members.
* To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises and equipment.
* To ensure that all reasonably practical steps are taken to ensure the health and safety of our members, volunteers, helpers, and visitors at all times whilst at the group.
* To establish and maintain safe training procedures amongst all members and volunteers.
* To ensure that all medicines are stored safely and administered according to instructions received from parents; and
* To develop first aid awareness amongst our committee members and trainers.

## First Aid Provision

The RDM Director is responsible for ensuring that there are an adequate number of qualified First Aiders within the group, the number of first aid personnel will always be sufficient to cover holidays and absences.

Rossendale Drum Majorettes first aid training needs are reviewed on a three-year basis by the Director/senior committee team, and particularly after any changes to legislation or in the event of any incidents, to ensure the provision remains adequate.

## Public Events & Practice Sessions

* Portable First Aid kits are available to be taken on all public events and are available from the RDM committee. A qualified First Aider is required to go on any public event / training session and a Paediatric First Aider will accompany children under 18 years old.
* A qualified First Aider plus another member of staff will administer medicines and inhalers; if required and appropriate, during events – see medication policy.
* Each First Aider must make sure the boxes are replenished as soon as possible after use. The RDM committee will authorise the ordering of supplies.

## First Aid Boxes

First aid boxes located in the band equipment room or with the RDM Committee and a committee member is allocated responsibility of its location on all public events and training sessions and ensure first aid kits are fully stocked with suitable first aid materials.

## Accident Book & Reporting

* Reportable accidents/incidents –accident/incident forms serious enough to require first aid attention and/or resulting in minor or major injury i.e. anything from a bruise to fatality.
* All accident books are kept in the first aid kit in the RDM first aid box. It is taken to all public events and training sessions and are available to all first aiders upon request.
* Serious accidents or dangerous occurrences must be brought to the attention of the Director or Committee member who will decide on further action, including overseeing the completion of an accident/incident report form and ensuring its submission to the Director. These forms are kept in the accident book, in the RDM first aid box. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury completes the form.
* In the event of a serious accident, the first aid lead/allocated member will contact the ambulance service and request an ambulance. The child’s parents will be informed as soon as possible. A member of the committee will accompany the child to hospital if their parents are not available.
* Parents/Guardians are informed of any treatment administered by a First Aider in a letter (this could be I electronic format); and
* Parents/Guardians will be contacted by telephone if deemed necessary and in all instances of a head injury.

## Recording and Reporting First Aid Treatment

All accidents that require an accident/incident form completing and are recorded in an accident book by the person who administered the first aid.

## Medicine Administration whilst partaking at RDM.

The RDM guidance regarding the administration of medicines complies within the Health and Safety Code of Practice, where deemed appropriate young people and all members will be advised to self-medicate i.e. inhaler, in other circumstances:

* Where agreed with the Director, A qualified First Aider will administer prescription medicines only. The medication must be prescribed by a doctor and be in the original packaging with the person’s name clearly marked. Parents/primary care givers are requested to complete and sign a medicine form giving their permission for the medicine to be administered.
* The member of the committee (First Aider) administering the medicine must record it in the medication log (which can be found on the back page(s) of the medication policy) – **please read the medication policy around medication administration (RDM\_009).**
* All incidents of young people (below the ages of 16) going missing from the club will be recorded on an incident sheet, and the police or social services will be informed as part of safeguarding policy.

**Version Control**

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| **Version** | **Author/Reviewer** | **Date** | **Comments** |
| RDM\_P010\_A | Simon Creasey | June 2018 | Initial Draft |
| RDM\_P010\_B | Simon Creasey | September 2019 | Content review |
| RDM\_P010\_C | Becky Nightingale | August 2020 | Content review and version control |
| RDM\_P010\_D | Emma Mainwaring | June 2023 | Content review |
| RDM\_P010\_E | Emma Mainwaring | June 2024 | Content review & update |

This policy will be reviewed on an annual basis as a minimum.