



Orchard Therapeutic

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First Aid Policy

Policy Note

*For the purposes of this policy, Orchard Therapeutic Farm (OTF), Orchard Therapeutic Outreach (OTO), Orchard Therapeutic Barn (OTB) and Orchard Therapeutic Active (OTA) will together be referred to as “**the Services**”*

This policy applies to all employees, volunteers, trustees, and contractors of the Services, as well as anyone representing Orchard Therapeutic Farm, Orchard Therapeutic Outreach, Orchard Therapeutic Barn and Orchard Therapeutic Active in an official capacity.

Policy Statement

Policy Aims

This First Aid Policy sets out the values, principles and procedures underpinning the Services approach to managing and administering first aid within the setting, to ensure the health and safety of young people, staff and visitors.

The Policy has been designed to ensure compliance with all relevant guidelines and UK legislation, including the Health and Safety at Work etc. Act 1974 and the Supported Accommodation (England) Regulations 2023.



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Young Person's Voice	How this applies to First Aid
I feel safe and secure where I attend and in my wider environment.	Making proper arrangements for maintenance, access, knowledge and administration of first aid on company premises enables a prompt response to medical complaints, to protect the health and safety of young people, staff and others in the setting.
I have confidence that the adults who support me understand me, are skilled and work effectively together to best meet my needs.	Ensuring all staff have sufficient knowledge and training in first aid is an essential part of maintaining a skilled and suitable workforce for supporting young people and responding to their needs.

This Policy should be read in conjunction with our:

- Health and Safety Policy
- Accident and Incident Reporting Policy
- Infection Control Policy

The Services recognise its duty of care to both young people and staff and is committed to sufficient first aid training and supplies to deal with non-emergency accidents and injuries in the setting. The Services will provide information and training on first aid to all employees to ensure that statutory requirements and the needs of The Services are met.

Should employees have concerns about the provision of first aid within The Services, they should inform the Line Manager using the grievance procedure so The Services can investigate and rectify the situation if necessary.



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Legal Background

The services have a statutory obligation to protect the health, safety and welfare of the young people at the centre. This necessarily includes providing first aid training and keeping a full first aid kit on the premises, which is always known and accessible to all staff.

The Services are under a general duty to provide a safe place of work with suitable arrangements for welfare in accordance with Section 2 of the Health and Safety at Work etc. Act 1974. The Health and Safety (First Aid) Regulations 1981 require all employers to provide adequate and appropriate first aid equipment, facilities and personnel. The following procedures have been developed in response to these general duties and to serve as a guide for The Services staff on matters relating to first aid.



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Staff Arrangements

First Aid Personnel

The Health and Safety (First Aid) Regulations 1981 recognises the following types of first aid personnel:

- Qualified first aiders: employees who have been assessed as fully competent to administer first aid, successfully attended an appropriate training course and held a current certificate.
- Appointed person: an employee with first aid training who is responsible for managing the first aid equipment (e.g. restocking the first aid kit) and taking charge when someone is injured or falls ill, including calling an ambulance, if required, and passing on the relevant information.

As everyone working at the services has a joint responsibility to protect young people, all our staff are fully trained in first aid, making them qualified first aiders. Staff receive formal training in accordance with risk-assessed requirements of The Services and refresher training at regular intervals to keep their skills up to date. We also nominate an appointed person to manage the first aid kit and take charge in exceptional circumstances or medical emergencies. The current appointed person is **Caroline Sitwell, Health & Safety Lead**. Names and positions of all relevant staff including the appointed person are displayed on the staff noticeboard.

Staffing Levels

A sufficient number of appropriately skilled people must be employed to deliver first aid at all times. Deciding what counts as sufficient and appropriate will be based on the First Aid Needs Assessment (Appendix 1), which will be completed by the Services Line Manager at least annually. This number will be at least one staff member per ten young people in accordance with good practice guidance. The Services will ensure there are sufficient staff within the workplace to adequately cover every shift. This includes night and weekend shifts.



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Legal Indemnity

It is highly unlikely that a staff member who administers first aid to a young person, visitor or colleague in the setting will become subject to legal action due to deterioration in the person's condition. However, The Services can guard against this possibility by providing indemnification for any member of staff who assists someone in need of medical attention on site.

First Aid Kit

A first aid kit is kept in the setting to ensure there are adequate supplies to deal with any anticipated medical complaint. Notices will be displayed within the setting giving the location and contents of the first aid kit, details of relevant people including the appointed person, and the location of the Accident Book and nearest further supplies.

The first aid kit at The Services is located in the administrator office, hanging on the left side of the wall.

Any company vehicles used for the transportation of young people will also have a first aid kit on board.

First aid kits will be maintained and restocked when necessary, by the appointed person. The appointed person is made aware of the arrangements for ordering and storing supplies. Used supplies must be replaced as soon as possible.



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Operational Procedures

→ Head injuries

Any young person who sustains a blow to the head is treated with extreme caution. Head injuries can be deceptive; an individual may appear well initially and become seriously unwell within hours. All head injuries, however minor, are treated as potentially serious.

Parents/carers are informed immediately by the supervising member of staff. The staff member who witnessed the incident, or the first person on the scene, ensures the accident is recorded.

The young person is allowed to rest and monitored closely. Medical advice is sought at the slightest suspicion that the young person is affected, however lightly.

Emergency information	
Nearest A&E facility	Abingdon Community Hospital
Address	Marcham Road, Abingdon, OX14 1AG
Telephone	01865 904346
Approximate travel time by car	24 minutes



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→ **Administration of medicines**

The Services does not administer medication. Where a child requires medication, it is the responsibility of the parent/carer to administer the medication prior to attendance, or they may attend the centre to administer the medication during the day.

→ **Asthma inhalers**

The Line Manager, or a nominated person, is responsible for the supervision and, where appropriate, the storage of asthma inhalers.

→ **Sun protection**

The Services promotes the importance of sun protection (e.g. sunscreen, hats, sunglasses) during outdoor activities through its education and mentoring.

Supplies of sunscreen are kept in the office. Staff supervising young people in outdoor activities will take a supply for use during the activity. Staff must not, under any circumstances, apply sunscreen to a young person without prior written consent from a parent/carer. As role models, staff are encouraged to use sunscreen themselves.



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Inventory

The first aid kit has an inventory list that accurately states the contents of the kit, which can be verified by the appointed person. For the purpose of maintaining first aid supplies, staff should keep an up-to-date record of first aid supplies used, by whom and for what purpose.

The full first aid kit will contain

A guidance leaflet (usually the HSE leaflet IND (G) 215, Basic Advice on First Aid at Work);

- 20 individually wrapped sterile adhesive dressings (assorted sizes),
- 2 sterile eye pads with attachments,
- 4 individually wrapped triangular bandages,
- 6 safety pins,
- 6 medium sterile individually wrapped unmedicated wound dressings (12 x12cm),
- 2 large sterile individually wrapped unmedicated wound dressings (18 x 18 cm);,
- 1 pair of disposable gloves.

Only specified first aid supplies should be kept. For safeguarding purposes, no painkillers or controlled drugs will be kept in the first aid kit. These substances are kept in a separate secure medicine cabinet which is in the medication cabinet in the office.



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Recording and Reporting Accidents

All accidents, injuries and near-misses, however minor and regardless of whether any first aid was administered, must be recorded in the Accident Book and also reported to the Registered Manager. The Accident Book is located in the office, details of which are displayed on the first aid kit.

Records in the Accident Book must include the following information:

- Date, time and location of the event
- What happened/cause of the event
- Full names and details of persons involved/affected
- Any sustained injuries or medical issues
- Any first aid or medical attention given and by whom.

This information is crucial in determining the extent of the first aid requirements and provision for The Services and is a key element in the risk assessment process.

It is the responsibility of employees to ensure they complete an entry in the Accident Book as soon as possible after an accident. Accidents/injuries to staff where no one else was involved should ideally be reported by the affected individual. If the affected individual is unable to enter an account into the Accident Book (e.g. due to injury or absence to receive medical attention), the main supplier of first aid or witness should complete the record. If an accident results in hospital admission or inability to continue work, the Head of Centre/Registered Manager must be informed immediately.



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First Aid Needs Assessment

The aim of first aid is to reduce the impact of injury or illness on young people, visitors and staff within the setting and in the course of service provision in the wider community. The first aid provision must be adequate and appropriate in the circumstances. This means that sufficient first aid equipment, facilities and personnel should always be available, taking into account alternative working patterns, in order to:

- give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work,
- summon an ambulance or other medical assistance.

Typically, first aid personnel will hold a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). EFAW training enables a first aider to give emergency first aid to someone who is injured or falls ill in the setting. FAW training includes EFAW and also equips the first aider to apply first aid to a range of specific injuries and complaints.

The extent of the first aid provision required by the setting depends on the circumstances of the location. There is no fixed level, but each service needs to assess the equipment, facilities and personnel that are appropriate.

In assessing the service's needs, the Line Manager should consider:

- the nature of work and workplace hazards and risks,
- the nature of the workforce,
- the setting's history of accidents,
- the numbers of staff and young people,
- the needs of travelling, remote and lone workers,
- work patterns,
- the distribution of the workforce,
- the remoteness of the site from emergency medical services,
- employees working on shared or multi-occupied sites,
- annual leave and other absences of first aiders and appointed persons,



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- first aid provision for young people and visitors.

The Management of Health and Safety at Work Regulations 1999 requires employers to make an assessment of the risks to health and safety of their employees at work and to identify what measures they need to take to prevent or control these risks. Information gathered from the risk assessment can help the employer carry out their assessment of first aid needs if preventative or control measures fail. Identifying the likely nature of an accident or injury will help the employer work out the type, quantity and location of first aid equipment, and the facilities and personnel to provide.

Using the health and safety risk assessments the Line Manager will have identified the hazards in the setting and the possible harmful consequences for staff, young people and others. This information will help determine the appropriate level of first aid provision.

The Line Manager should review the first aid need assessment at least annually and particularly after any operating changes, to make sure provision remains appropriate.

For further information on completing the needs assessment please refer to the HSE First Aid at Work guidance document.



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Appendix 1: First Aid Needs Assessment Form [Template]

Reference number	
Workplace	
Date	
Review date	
Workplace activities	
Factor to Consider	Considerations and Additional Notes
The risks of injury and ill-health arising from workplace activities	Significant risks will require first aiders.
Any specific risks from working with substances, tools and machinery	Specific equipment and training may be required.



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The number of persons in the workplace	A number of first-aid personnel may be required.
Workers who have increased risks, such as disabled employees, inexperienced workers and trainees	Special equipment may be required at specific locations.
Employees who travel	Portable first-aid kits may be required.
Employees who work remotely	Portable first-aid kits may be required.
Employees on other employers' premises	Check to see what arrangements are in place for first aid.
Members of the public in the workplace	Will first aid be provided? Check public liability insurance.



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Employees with reading/language problems	Will special arrangements be required?
Previous injury and ill-health records	Equipment and facilities may have to be located elsewhere. Check first-aid box contents.
Different levels of risk in the workplace	Will provisions differ in each risk area?
Location of the workplace from emergency services	Will special arrangements be required?
Number of buildings in the workplace	What risks are in each building? Will arrangements vary?
Shift work/hours of work	What cover will be required?



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First-aid personnel absence	How many additional staff will be required?	
Summary of First-aid Requirements		
Item	L o c a t i o n	Number
First aiders		
Appointed persons		
First aid kits		
First aid signs		
Name of assessor		
Signature of assessor		



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Date	
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Monitoring and Review

The CEO will check this Policy is working properly and review it at least once a year. We will make improvements to the Policy wherever we can.

Employees are invited to suggest ways the Policy can be improved.

This Policy does not form part of any employee's contract of employment, and it may be amended at any time.

After reading this Policy, you should be able to:

- Understand what the First Aid Policy is and how it operates.
- Understand how the First Aid Policy operates at The Services and have an awareness of the actions we take in preventing, identifying and reporting concerns;
- Understand the role you play in the First Aid Policy.

If you have not understood any of these points, please ask your Line Manager or trainer for further help.

Policy Review

A CEO will review this policy at least once a year to make any updates needed.

Authorisation and Signature

This Policy is the authorised version agreed by the CEO of The Services.

All employees are expected to follow this policy and failure to do so could result in disciplinary action.



Ludivine Parmentier

Chief Executive Officer