

# Wellingtonia First Aid Policy



Approved by	Anna Davies/Steve Butler
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## **Legislation:**

The Children's Home Regulations 2015, Health and Wellbeing Standard highlight:

31. (2) The registered person must ensure that—

- (a) at all times, at least one person on duty at the home has a suitable first aid qualification;
- (b) any person who works as a nurse at the home is a registered nurse.

Further to this the guide highlights:

7.12 The registered person must ensure that staff have the relevant skills and knowledge to ... administer basic first aid and minor illness treatment.

7.13 At least one person on duty at any given time in a children's home must have a suitable first aid qualification and first aid boxes should be provided and maintained.

7.14 Each child (and vulnerable adult) should have permission for staff to administer first aid and non-prescription medication from a person with parental responsibility for them recorded in their relevant plan. For looked-after children (vulnerable adults), this permission should be sought and arranged by their social worker. Where appropriate, their family should be involved in supporting health needs as well as in providing permission for treatment.

## **Outcome**

To ensure that children and vulnerable adults are safeguarding and provided by appropriately trained individuals as when required.

That appropriate first aid permissions have been obtained.

That rota's are organised to ensure that one person on duty is 1<sup>st</sup> aid trained.

That first aid boxes remain well stocked and easy to access.

## **Consent**

The Manager will ensure each child's or vulnerable adults social worker and / or parent or guardian consent to administer First Aid.

The consent form will be completed and filed in either the child's admission folder or medication file. Any restrictions or non-consent will be highlighted clearly to staff in their care plan. Should the Manager feel lack of consent is detrimental to the safeguarding and wellbeing of the child or vulnerable adult they will encourage consent to be given and liaise with the social worker. If this remains a concern this will be escalated to a safeguarding issue.

## **Action**

The first aiders will be identified at the beginning of each shift and the team leader will be aware, so they can organise the shift accordingly. In the event of a child, vulnerable adult or staff member sustaining slight or minor injury, First Aid treatment should be administered by a person who has a suitable First Aid qualification.

If immediate First Aid is not effective and the injury not life threatening, the first aider must:

For Staff members and visitors:

- Refer to the A&E or MIU of the nearest hospital.
- Contact the person's emergency contact/ next of kin depending on severity of injury and advise.

Children:

- inform the registered manager, deputy or On-call
- Staff will support them to attend the A&E or MIU of the nearest hospital.
- inform the child's/vulnerable adults social worker and parents if appropriate.

If there is any concern that a minor injury may in fact be life threatening staff must phone 999.

## **Recording**

All staff will receive training regarding incident recording which includes accident recordings within the accident book.

All incidents requiring First Aid must be entered into the Accident Book and reviewed by the manager or deputy.

See Accident and Incident Policy.

## **First Aid Boxes**

First Aid boxes will be provided, maintained and kept in an easy to access location which all staff are aware of (including in vehicles).

All staff have a responsibility for ensuring the First Aid boxes are adequately and appropriately stocked in accordance with guidelines and for informing xxxxxxxx when they are not.

Staff must **not** leave a first aid box inadequately stocked.

## **Training**

Only staff who have completed First Aid training should administer First Aid.

All staff will be trained in the relevant skills and knowledge to be able to:

- respond to the health needs of individuals
- administer basic First Aid and minor illness treatment
- provide advice and support
- where necessary meet specific individual health needs arising from a disability, chronic condition or other complex needs

## **Home Remedies**

Home Remedies are medicines, suitable for children and adults, which can be bought 'over the counter' without prescription, including Paracetamol.

All home remedies will be kept in a locked cabinet only accessible to staff, as will other prescribed medications. A record of administration of home remedies will be kept on the MARR sheet.

Home remedies will be administered as stated in the guidance on the packaging, including recommended dosage and referring to a GP/pharmacist if symptoms persist.

The home remedies approved for use by the children at Wellingtonia are as follows:

- Paracetamol
- Ibuprofen
- Olbas oil
- Vapour rub
- Halls Soothers, Strepsils or other lozenges
- Nasal inhalers
- Anti-septic skin creams
- Bite and sting relief
- Anti-histamines