

Cumbria Parent Carer Forum

First Aid Policy/Procedures

It is the Cumbria Parent Carer Forum policy to provide first aid support to someone if they are injured or become unwell at any of our events, activities or meetings and to ensure that the CPCF complies with the Health and Safety (First Aid) Regulations 1981.

We have one first aiders who will provide first aid support as and when necessary.

NB: First Aiders are not legally permitted to give any medication to a member of public at any time we aim to have at least one first aider present at all times allowing us to fulfil our First Aid policy.

CPCF's Qualified First aider: Rebecca Mullins is a Trustee for the CPCF Steering Group.

First Aiders are able to recognise and manage any immediately life-threatening conditions. If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called.

There will be a portable First Aid box on site at any of CPCF events. Qualified First Aiders are responsible for replenishing the portable First Aid box and ensuring that it contains all necessary equipment and that the equipment is in date.

Training: Rebecca attends an assessed training course in Emergency First Aid at Work to be recognised as a first aider. First aiders attend a refresher course every year.

Giving First Aid: If someone is injured, becomes unwell and needs help, the nearest first aider should be contacted and asked to attend. The first aider will assess the situation, provide help, request assistance from other first aiders if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary. In the rare case that no first aiders are available, the casualty will be assisted in getting to the nearest hospital A&E department.

Medical support When a first aider thinks that a casualty needs urgent medical treatment, the first aider will arrange for the casualty to be taken to the nearest hospital accident & emergency department – if the first aider thinks it necessary, an ambulance will be called. If the situation isn't an emergency but the casualty does need to go to the hospital then we will call a taxi. Either the first aider will remain with the casualty and accompany them to the hospital or they will ask a friend or other appropriate member of the CPCF to stay with them.

When appropriate or if asked to by the casualty, we will contact their next of kin.

An accident form should be completed every time a first aider provides assistance to a casualty, including when the problem was illness rather than accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded.

The accident book is kept locked away in the office of CPCF Administrator.

Date of Policy – November 2018