

Medication First Aid Policy

Statement of intent

Arts 4 Wellbeing is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, members and visitors. The charity will take every reasonable precaution to ensure the safety and wellbeing of all, staff, members and visitors.

The charity manager has overall responsibility for ensuring that centre has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Legal framework

This policy as due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- Mental Capacity Act 2005

Aims

All staff will read and be aware of the policy, know who to contact in the event of any illness, accident or injury and ensure that this policy is followed.

Staff will always use their best endeavours to secure the welfare of members.

Anyone on the centres premises is expected to take reasonable care for their own and others safety.

The aims of this policy are to:

- Ensure that the centre has adequate, safe effective first aid provision for every member, members of staff, trustees and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

- Ensure that staff and members are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered by carers, independent members and the manager has been informed that medication is being brought into the building. No medication will be administered by staff from Arts 4 Wellbeing. In the circumstance of a member having capacity to administer their own medication, e.g. diabetic injecting insulin, a member of staff will be present in the room but **will not assist with administration**.
- Ensure the medication is written into the members care plan.
- Ensure that medication is kept safe with carer or independent person and appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the centres site.

To achieve the aims of this policy, the centre will have suitably stocked first aid boxes in line with the assessment of needs.

The manager and a member of staff are responsible for examining the contents of the first aid boxes- these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are located throughout the centre.

First aiders

The main duties of first aiders will be to administer first aid to members, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary. Designated person/carers, will always be contacted regardless.

First aiders will ensure that their first aid certificates are kept up to date through liaison with the manager.

A list of first aiders and their qualifications are displayed throughout the centre.

Mental Health first aiders

Duties of our mental health first aiders in the centre is the **go-to person for anyone who is going through some form of mental health issue or just needs to someone to talk to**. The first aider will be able to help guide the person in distress to the help that they need.

Health Advocates

Health Advocates promote health at work and encourage a healthy workforce, Arts 4 Wellbeing have trained staff members who are passionate about continuously improving the health and wellbeing of a workforce.

Emergency Procedures

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and call for a first aider to attend (**all staff at Arts 4 Wellbeing are qualified first aiders**).

If called, a first aider will assess the situation and take care of first aid administration.

If the first aider does not consider that they can adequately deal with the presenting condition by the administration of the first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Call an ambulance if this is appropriate. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skills to move the victim(s) without making the injury worse.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by moving the injured person from the scene.
- See to any members who may have witnessed the accident or its aftermath and who maybe worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Our more vulnerable adults may need parental/carers support immediately.

Once the above action has been taken, the incident will be reported promptly to the victim(s) parent/carer by the first aider carrying out the first aid.

The first aider carrying out first aid must complete the accident book including of contacting the parent/carer. Once completed, the book will be given to the Lead First Aider for review and counter signing.

Reporting to Parents/Carers

In the event of incident or injury to a member at least one of the members/carers will be informed as soon as practicable by the first aider carrying out the first aid.

Parents/carers will be informed of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

In the event of a serious injury or an incident requiring emergency medical treatment, the first aider will telephone the members parent/carer as soon as possible.

All staff have access to a list of members emergency contacts.

Offsite visits and events

Before undertaking any offsite visits or events, the staff member organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

Storage of medication

Arts 4 Wellbeing staff **do not** administer medication.

Arts 4 Wellbeing **do not** store medication long term. Medication will always be stored securely and appropriately in accordance with individual product instructions, safe where individual members/carers have been given responsibility for keeping such equipment with them. This will only be done daily; no medication will be stored overnight.

All medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the expiry of the medicine.

Parents/carer will advise the centre when a member has a chronic medical condition or severe allergy so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis.

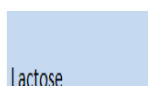
Medical Requirements

The below table represents medical and dietary requirements for members within Arts 4 Wellbeing.

Listed and monitored regular to ensure we are always kept up to date with any changes to health or dietary needs.

Red, green and yellow are medical. Staff members are aware of the key for medical monitoring. Throughout training sessions, we ensure to review our table of dietary requirements, keeping knowledge of all members the priority.

We have chosen when medical to just colour code this column, protecting the privacy of all members characteristics.



Key

Red = Diabetes
Green = Epilepsy
Yellow = Asthmatic

Illnesses

When a member becomes ill during the centre's day, the parents/carers will be contacted and asked to pick up the member as soon as possible.

Consent

Parents/carers must complete and sign a medical consent form which will be in the members care plan, which includes emergency numbers alongside details of allergies and chronic conditions. Parents/carers must inform the centre of any changes to this information.

Staff do not act “in loco parentis” in making medical decisions as this has no basis in law- staff will always aim to act and respond to accidents and illnesses based on what is responsible under the circumstances and will always act in good faith while having the best interests of the member in mind.