

LEATHERHEAD RDA FIRST AID POLICY



1. Aims of First Aid

- a. To preserve life
- b. To prevent condition worsening
- c. To promote recovery

'First aid is the initial assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance, doctor or other qualified person'. First Aid Manual

2. First aid qualifications required

- a. Someone with an up-to-date minimum qualification achieved by attending one of the courses recommended in (b) below must attend every Group session. This should be someone in addition to the Group Coach leading the session. Names of those holding an up-to-date qualification will be held in Group records. The First Aider for each session will be on display.
- b. Recommended Courses
 - 1) British Red Cross, Emergency First Aid at Work, 1-day course
 - 2) St John Ambulance, Emergency First Aid at Work, 1-day course
 - 3) Medi-K, Emergency First Aid at Work, 1-day course
 - 4) A course equivalent to EFAW with similar hours and standard of training to 1), 2) and 3) and a syllabus that includes:
 - Aims and principles of first aid
 - First aid equipment/record-keeping/H&S regulations
 - Management of incidents/emergencies
 - Care of the unconscious casualty
 - Resuscitation
 - Commonplace injuries e.g. blood loss, shock, burns.Any such course must be conducted by a *bona fide* first aid training organisation with verified trainers and must provide a Course Certificate or other record of qualification upon completion.

3. First Aid Kit

- a. The First Aid Kit must be readily available at each session. Any Rider with a condition that may require medical treatment must be accompanied by a school carer who can administer appropriate treatment if necessary.
- b. The First Aid Kit must be adequately stocked. A suggested MINIMUM stock is listed below. This should be checked regularly – at least every term and restocked after any incident.
- c. A smaller bag of First Aid Kit with at least one of each item must be carried on any outing away from the indoor school along with a mobile phone that has a good signal in the area.

Contents of First Aid Kit

It must not include medication of any kind.

A leaflet giving general guidance on First Aid (e.g. HSE's leaflet: Basic advice on first aid at work)

20 Individually wrapped sterile adhesive dressings (assorted sizes)

2 Sterile eye pads

4 Individually wrapped triangular bandages, preferably sterile.

6 Safety pins

2 Large, individually wrapped, sterile, undedicated wound dressings.

6 Medium-sized, individually wrapped, sterile, undedicated wound dressings.

1 Resusci Pack (face shield, gloves, wipe and guidance notes)

Blanket

Space Blanket

Pen and paper, to write down names and addresses of witnesses to incidents.

Accident report book.

Device to take photos of any accident scene – use of phone camera acceptable in emergency.

4. Information that must be immediately available to the First Aider

A laminated sheet with the following information will be kept in the First Aid Box and on the wall in the volunteers' shed.

- a. Where the nearest telephone is
- b. Telephone number of the nearest doctor
- c. Telephone number of the local ambulance (e.g. 999 or 112)
- d. Riders' school/hospital/centre/home contacts
- e. Telephone number and address (with postcode and OS grid reference) of the Group's venue to give to the emergency service(s) if they are needed

5. Recording of Accidents/Incidents

The First Aider is responsible for recording in the Accident/Incident Records Book all relevant information about any accident or incident that may be required for reference at a later date in the event of query or an insurance claim. **When required by HSE, this information must be transferred to a RIDDOR report form (see RIDDOR guidance on the RDA or HSE website).**

- 1) The Accident Book must be readily available at each Group session.
- 2) All reports must be written in ink, signed and dated.
- 3) All records of accidents/incidents should be kept indefinitely in Group files.

Information required in Report of an Accident or Incident

- a. The date, time and place of the accident/incident
- b. The full name and address of the person in charge
- c. The full name and address of each person injured and;
 - 1) Their date of birth
 - 2) Their riding experience/ability
 - 3) The name and address of the school/centre attended (if relevant)
 - 4) The name of the person responsible (parent/guardian/carer) at the time of the accident/incident for the person injured
- d. The name of the horse(s) involved
- e. The full name, address, role and signature of anyone else involved
- f. **The names, addresses and signatures of at least two witnesses**
- g. Description of the accident/incident. Avoid speculation or supposition as to the cause of or responsibility for the accident/incident and state **ONLY** the facts of how it occurred and the outcome.
 - 1) Assessment of resultant injuries
Type(s) abrasion, cut, sprain, break etc.
Site(s) place, limb(s) involved, right, left, back, front of body
 - 2) Extenuating circumstances (e.g. weather, unforeseen conditions, noise etc.)
 - 3) Full details of medical attention given (if any) and by whom
 - 4) Details of hospitalisation (if required)
- h. If the injured person (or otherwise the person who is responsible for the injured person) is able to do so, ask them to read, agree, sign and date the report.
- i. The date on which RDA National Office or RDA insurers was informed. In line with current RDA insurance requirements, any accident that requires medical attention, or that might reasonably be expected to result in a claim, or involves damage to property, **must be reported to the Finance Manager or insurers immediately.**
- j. Updates to the report may be added underneath the signatures. Such updates must be signed and dated and must contain full details of who has provided this further information and in what capacity.