

Pembroke Centre

First Aid Policy



Adapted from RDA Policy July 2023

1. Aims of First Aid

- To preserve life.
- To prevent condition worsening.
- 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 Qualification Required for volunteers and staff

- A qualified First Aider must attend all group sessions running at the Pembroke centre.
- A list of qualified First Aiders and the sessions they generally are available for should be displayed so that it is easily seen.
- First Aiders will be trained through Medik Emergency First Aid at work with equestrian supplement. Refreshers are done every three years.

3. First Aid Kits

First aid boxes, mounted on the wall, are located in:

- Centre manager's office.
- Feed room.

There is one large First aid bag with shoulder strap in the First Aid room (Tolly room) and a small First Aid box, both sitting on the cupboard to the left of the main door.

There are two First Aid bum bags which are stored in the Centre manager's office when not being worn by a coach. A Bum bag should be worn by the coach or First Aider throughout any Group Activity at the Centre.

The contents of the First Aid boxes and First Aid shoulder bag at the Pembroke Centre shall be checked on a monthly basis by the volunteer responsible for Health and Safety for the Pembroke Centre.

The contents of the First Aid Bum bags are to be checked on a monthly basis by the volunteer responsible for Health and Safety for the Pembroke Centre.

The telephone number and address of the Centre including post code, OS grid reference, what 3 words are to be kept in the First Aid bum bags and First Aid boxes and bag.

4. First Aid room

Known as the 'Tolly Room' and is at the bottom of the corridor where the Toilets are. This room is used for those who are feeling unwell. It has a couch and ensuite toilet. The Large First Aid bag with carry strap is kept there.

5. Recording of Accidents or Incidents

The Accident book and Incident book are kept on top of the filing cabinet in the Centre Managers office.

The Pembroke Centre is responsible for recording in their Accident/Incident Records Books 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 www.myrda.org.uk or HSE website).

- The Accident Book must be readily available at each group session.
- All reports must be written in ink, name printed, signed and dated.
- All records of accidents/incidents should be kept in group files, in accordance with the Pembroke Centre GDPR and Privacy policies.

6. Information required in Report of an Accident or Incident

- The date, time and place of the accident/incident.
- The name of the person in charge.
- The full name of each person injured and:
- Basic details of the equine(s) involved.
- The names of any witnesses, if present (Full name and address if not a volunteer).
- 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:
 - Assessment of resultant injuries.
 - Extenuating circumstances (e.g. weather, unforeseen conditions, noise etc.)
 - Full details of medical attention given (if any) and by whom. Details of hospitalisation (if required).
- 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.

- 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 immediately to:
 - The RDA UK Director of Finance & Resources:
<https://myrda.org.uk/runningyourgroup/contact-us/>
 - Or the insurers:
<https://www.howdengroup.com/uk-en/riding-for-the-disabled>

Updates to the report may be added underneath the signatures. Such updates must be signed, printed name of the signatory and dated and must contain full details of who has provided this further information, and in what capacity.

7. Defibrillator

The defibrillator is kept in the common room. It is checked by a designated VC on a monthly basis and in her absence the Centre Manager. The Centre manager is responsible for ordering replacement pads if they are used or they go out of date. The Centre manager is also responsible for replacing the battery when it expires.