The King's Award for Voluntary Service

Newbury RDA
Newbury Riding for the Disabled
Charity Number: 1121113

Newbury RDA First Aid Policy

All RDA Groups are advised to regularly check www.hse.gov.uk/firstaid as this has the most up to date regulations concerning first aid. It is a very useful site and will be able to answer any queries that you have regarding the first aid requirements for your group activities.

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 for every member group

- Someone with an up-to-date minimum qualification achieved by attending one of the courses recommended in (b) below must attend every group session. It is advisable for each group to have at least two qualified members (the 'Appointed Person(s)', see (c) below) to ensure that this is possible. Members of the group must know who they are, and their names should be shown in the group's records.

- Recommended courses:

- British Red Cross, Emergency First Aid at Work, 1 day course.
- St John Ambulance, Emergency First Aid at Work, 1 day Course.
- Medi-K/ First Aid Training Cooperative, Emergency First Aid at Work Court, 1 Day Course
- A course equivalent to EFAW with similar hours and standard of training to (1) and (2) and a syllabus that includes:
    1. Aims and principles of first aid
    2. First aid equipment/record-keeping/H&S regulations
    3. Management of incidents/emergencies
    4. Care of the unconscious casualty
    5. Resuscitation
    6. 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.

  There may sometimes be a requirement for the longer 3 day courses to be completed, e.g. if a coach is undertaking a senior qualification, and these can also be obtained from the Red Cross, St John Ambulance or The British Horse Society.

3. First Aid Kit

a. The First Aid Kit must be readily available at each Member Group session. Any participant with a condition that may require medical treatment must be accompanied by a carer who can administer appropriate treatment if necessary.

b. The First Aid Kit must be adequately stocked in line with the needs for your group. HSE do not have a mandatory list but state it must meet what you assess your needs to be. A suggested MINIMUM stock is listed below.

Contents

A leaflet giving general guidance on First Aid (eg HSE's leaflet: Basic advice on first aid at work, available to download form www.hse.gov.uk/firstaid)

Below is a suggested list:

- 20 x individually wrapped sterile adhesive dressings in assorted sizes.
- 2 x sterile eye pads
- 4 x individually wrapped triangular bandages, preferably sterile.
- 6 x safety pins
- 2 x large, individually wrapped, sterile undedicated wound dressings
- 6 x medium-sized, individually wrapped, sterile, undedicated wound dressings.
- 1 x pen and paper – to write down names and addresses of witnesses to incidents.
- 1 x camera to take phots of any accident scene
- 1 x resusci pack (face shield, gloves, wipe and guidance notes)

It must not include medication of any kind.

4. Information

Information that must be immediately available to the First Aider. These can be kept in the First Aid box for ease of access, except for participants personal details which must be kept securely but be accessible when required.

a. Nearest Minor Injuries is: Thatcham Minor Injuries, London Rd, Benham Hill, Thatcham RG18 3AS

b. Telephone number of the local ambulance (999 or 112).

c. Participants' 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.

The what 3 words for Newbury RDA is: hazel.handle.guru
Grid Reference: SU 54242

5. Recording of Accidents/ Incidents

Each group is responsible for recording in their 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 is in the office at Newbury RDA and 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 Director of Finance 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.