

# HEMEL HEMPSTEAD DAY CENTRE LTD

Company Registered in England No: 1288177

Registered Charity No: 272688

HALF MOON YARD, HIGH STREET, HEMEL HEMPSTEAD, HP1 3AE

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## FIRST AID POLICY

### INTRODUCTION

If a service user is injured or becomes unwell while attending the Day Centre, staff must ensure that they comply with the Health and Safety (first aid) Regulations 1981. At Hemel Hempstead Day Centre Ltd there will always be at least one trained first aider on duty at all times within operating hours who will be able to provide first aid support as necessary.

All care staff have basic first aid training but there are two senior carers who have more advanced first aid training, the first aiders are:

PAMELA HARMSWORTH (SENIOR CARER)	ADVANCED FIRST AID
KAREN CULLUM (SENIOR CARER)	ADVANCED FIRST AID
JANETTE ROWE (TEAM LEADER)	BASIC FIRST AID
LESLEY OSBOURNE (CARER)	BASIC FIRST AID
PAT TEDDER (CARER)	BASIC FIRST AID

### RESPONSIBILITIES OF FIRST AIDERS:

All appointed First Aiders have the following responsibilities to:-

- Be readily available
- Follow the principles and practices as laid down by the first aid course manuals.
- Comply with the aims of first aid:
  - To preserve life
  - To prevent the condition worsening
  - To promote recovery
- Quickly and accurately assess the situation
- Identify the disease or condition from which the casualty is suffering, but not to treat any illness or injury that is beyond your capability
- Give immediate appropriate and adequate treatment, bearing in mind that the casualty may have more than one injury and they may be others injured that need more urgent attention.

- Arrange immediately for the transfer of the service user to their GP or the ambulance service (if required) depending on the seriousness of the injury.
- Stay with the service user until a member of the ambulance service, GP or other appropriate person arrives to be with them.
- No incident or illness should be ignored under any circumstances and treatment should never be refused to any service user for any reason.
- Never undress any service user unless completely necessary.
- Safeguard the person, their clothes and any of their possessions.
- Respect the person's confidentiality and only discuss matters with professionals on a need to know basis.
- Maintain a record of any incidents/accidents occurring including times, location and any other information that needs to be included.

If paramedics need to be called the member of staff calling should have the casualty's information, including:

- Their name
- Their Date of Birth
- Name and address of their GP
- Any medical conditions
- Up to date list of medication

All above information can be found on the service users client profile and can be accessed by all members of the care staff. Staff will ensure that the next of Kin of any service user that needs first aid treatment will be informed straight away if the service user requests this. In the case of a service user not having full mental capacity to request this, then a member of staff will inform their Next of Kin in their best interest.

At Hemel Hempstead Day Centre Ltd we will ensure we always have fully equipped first aid boxes available, and the stock is checked & recorded monthly by a senior carer. We have three first aid boxes:

- Aerokit 10 person catering first aid kit **which is located in the Kitchen**
- Lewis-plast large first aid kit **which is located on top of the medication cupboard in the top hallway next to Age UK**
- Lewis-plast medium first aid kit **which is located in the bathroom on top of the lockers.**

### **Cleaning of bodily fluids**

- Staff should wear gloves when cleaning bodily fluids. They should also ensure they wash their hands before and after such treatment.

- **RECORDING OF ACCIDENTS**

- All accidents are recorded, in the on-site Accident Book by the first aider dealing with the incident. A service users NOK will be informed of accidents by phone, they will be given details of the accident, treatment given, by whom and the time and date of accident. Employees should also record accidents to themselves in the accident Book (which is located in the store cupboard behind the hatch in the main hall).
- More serious accidents are recorded online at RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations).

### **DNAR**

DNAR stands for **Do Not Attempt Resuscitation**. The DNAR form is also called a DNAR order, or DNACPR order.

A DNAR form is a document issued and signed by a doctor, which tells your medical team not to attempt cardiopulmonary resuscitation (CPR). The form is designed to be easily recognised and verifiable, allowing healthcare professionals to make decisions quickly about how to treat you.

It is not a legally binding document, it acts as a tool to communicate to the healthcare professionals involved in your care that CPR should not be attempted. The reason that a DNAR form exists is because without one, your healthcare team will always attempt CPR.

The form only covers CPR, so if you have a DNAR form you will still be given all other types of treatment for your condition as well as treatment to ensure you are comfortable and pain-free.

**It is extremely important that any service user that attends Hemel Hempstead Day Centre Ltd understands that unless we have the original (red) copy of the document on the premises then it is our duty of care to carry out CPR, however if you have the original (red) copy on your person then this ensures that your wishes of refusing CPR can be honoured.**

**What is CPR?** CPR stands for cardiopulmonary resuscitation. It is an emergency treatment used to restart a person's heart and breathing. If a person's heart and breathing stop it is known as a cardiopulmonary arrest. The aim is to keep the person alive while a correctable cause of the cardiopulmonary arrest is identified and treated. CPR includes:

- chest compressions (repeatedly pushing firmly on the chest)
- inflating the lungs by breathing into the casualty's mouth (mouth to mouth)

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