



Air Time First Aid Policy and Procedures

Prior to session

- Participants asked to Inform Air Time of all medical conditions (physical and mental) that may affect them during the session, including any prescribed medication.
- Participants asked to provide emergency contact details.
- Facilitators and volunteers to complete the same – stored on mobile phone/paper copy
- Facilitators to have appropriate apps (below) installed on mobile phones and have to registered for the 999 text service (by texting 'register' to 999)
- Site-specific emergency procedure form completed, to include:
 - Location, postcode, grid reference (using OS Locate app), what3words. Including site access point/s.
 - Location of nearest A&E
 - Location of nearest defibrillators (www.defibfinder.uk)

During the session

- The above information is stored confidentially and carried by the facilitator throughout the session.
- At the start of each session, the facilitator will ask participants if they have any medical conditions not previously disclosed and ensure that participants have the appropriate medication on them if necessary. Conditions to pay particular attention to include
 - Allergies (Piriton)
 - Asthma (Blue inhaler)
 - Anaphylaxis (EpiPen x 2)
 - Angina (Spray/tablets)
 - Diabetes (Insulin/glucose)
 - Epilepsy
 - History of heart conditions, stroke, breathing difficulties etc.
- Sessions are always run with a small number of persons in total, i.e. maximum of 12.
- There will always be at least one person present who is a qualified in Outdoor First Aid / Emergency First Aid.
- Participants will be made aware of the first aid kit location at the start of each session.
- The first aid kit will be checked/restocked regularly and tailored to the activity taking place – e.g. burn kits for outdoor cooking sessions.
- Major injuries that constitute 'reportable injuries' will be reported to the Health and Safety Executive via RIDDOR.
- When appropriate, and emergency shelter will be carried.

First Aid Kit List

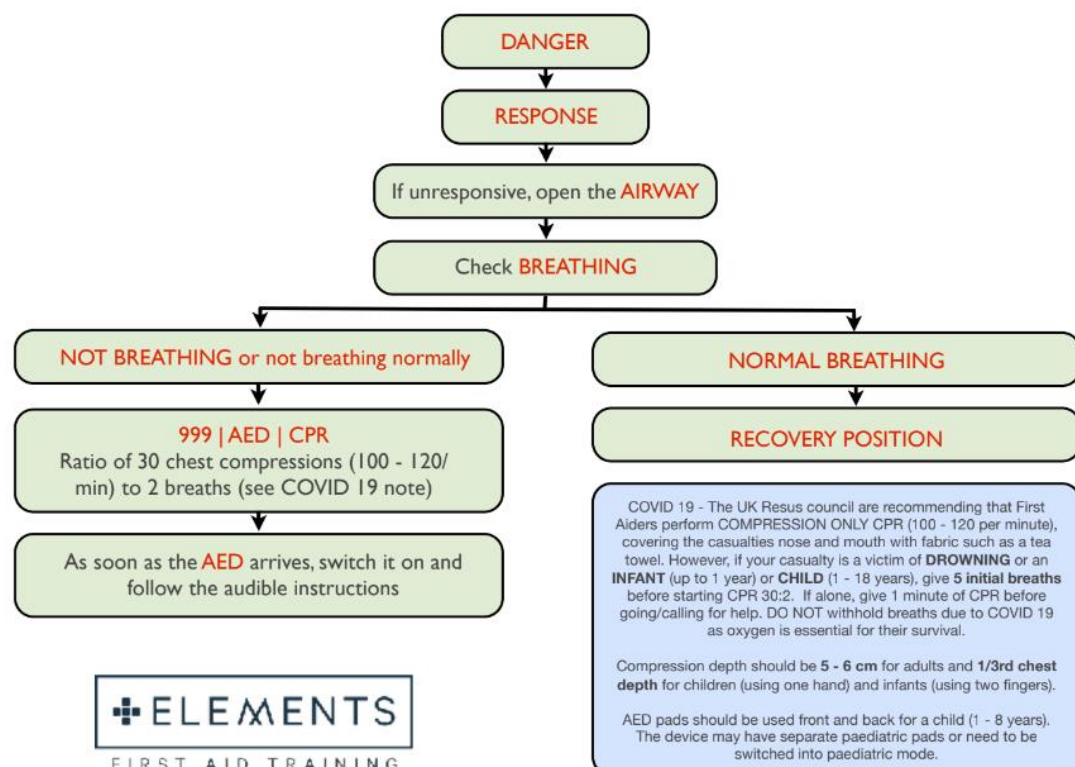
- 1 x handbook giving general guidance on first aid

- 1 x protective face shield for performing CPR
- 20 x individually wrapped sterile adhesive plasters of assorted types
- 2 x sterile eye pads
- 2 x triangular bandages individually wrapped
- 6 x medium wound dressing (12cm x 12cm) individually wrapped and sterile
- 2 x large wound dressing (18cm x 18cm) individually wrapped and sterile
- 1 x roll of hypo-allergic tape (Micro-pore)
- 3 x pairs of disposable gloves
- 1 x scissors with rounded edge
- Tick removal tool / tweezers
- Burn kits (including gel dressings, plastic bag, clingfilm)
- Casualty monitoring forms

Emergency First Aid Procedure

1. Ensure the rest of the group is safe – where appropriate delegate responsibility.
2. Qualified First Aider called to check D-R-A-B-C, administer First Aid and if necessary, call for further assistance (999 or 112).

ACCIDENT PROCEDURE: Unresponsive Collapsed Casualty



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3. Whilst waiting for emergency assistance, complete Casualty Monitoring Form.



First Aid Casualty Monitoring Form.pdf

4. Complete accident / incident form.

Signed:

Date: 02/06/24

Andrew Beales Director responsible for Health & Safety

Jo Woodhams Director and Nature-Based Wellbeing / Forest School Practitioner

Policy review date: 02/06/25