



Woodventurers First Aid and medicines Policy

The Lead Woodland Tutor teaching Woodland Learning sessions will hold a current First Aid qualification that includes an outdoor element eg Forest School First Aid

A first aid kit including burns equipment will be on site at all times.

All staff/volunteers will be made aware of 'on duty' first aider which will also be highlighted on the front sheet of the risk assessment document for the site involved.

Prior to attending a Woodland Learning session, Woodventurers will gain advance permission from parents/carers of the students attending allowing them to administer first aid remedies (including the use of herbal medicine) during the session should the need arise.

Woodventurers will ensure Woodland Tutors/volunteers are aware of any allergies and medical needs in advance and know the accepted method of treating an incident regarding that student whilst at a Woodland Learning session.

First Aid Kits

Upkeep -

- The upkeep of first aid boxes is the responsibility of the Woodventurers SLT
- The Owl Woodland Tutor is responsible for alert the SLT as to what equipment has been used and needs replenishing at the end of the programme.

On-site -

- All staff on session site will be made aware of the designated location for the First Aid kit.
- The general first aid kit will include extra equipment essential for working outdoors in all weather: emergency blanket, a thermos flask containing hot water, a high sugar snack, lavender oil, tea tree oil, arnica, anti histamine, suncream, calendula cream, hypercal cream.
- When the fire is lit a burns kit and fire blanket will be kept next to the fire circle.
- Any additional medicines required for those in our care will be kept with the First Aid kit if not with the individual involved.

Recording of accidents

- All accidents must be recorded by the person attending the casualty using the first aid record book in the first aid kit.
- If working on school site, Woodventurers staff will also follow school first aid recording procedures.
- A copy of the incident slip will be sent home with the parent/carer of the student involved or with the student themselves at the end of the session.
- A digital copy of the accident record must be submitted to the SLT directly after the accident has taken place.
- The hard copy must stay in the accident book with the first aid kit.
- All accidents, other than those of a minor nature, and particularly those requiring further medical attention must immediately be reported to Woodventurers SLT who will inform any other relevant parties.
- Parents will be informed immediately should a child's condition give cause for concern and be

given advice on further care and symptoms to be aware of.

Caring for injuries.

- When dealing with blood or any bodily fluids, any person treating the casualty must wear disposable gloves.
- The first aider must ensure the area in which the first aid takes place is safe and if necessary move the casualty to a location that will prevent further injury.
- All wounds will be washed with clean drinking water and sterile wipes. Open wounds will be covered. Running blood will be stemmed by compression until the wound has fused.
- All foreign bodies will be left for treatment by medical professionals. In the event of injury caused by being impaled, the impaled object should be kept in place and firmly supported until Emergency Services arrive.
- Bangs and bruises, twisted or strained joints will be treated with an ice-pack. The severity of the injury will be assessed and the appropriate aftercare put into place. Parents/carers will be informed of the nature of the injury and recommended on after-care treatment by the First Aider
- Minor head injury will be treated with an ice pack and a note sent home with recommendations for aftercare.
- Serious head injury will be assessed by a trained first aider and appropriate first aid administered immediately until emergency services arrive.
- Bites and stings will be treated with plants (nettle juice/plantain) and lavender oil. Severe bites or stings will be treated with anti-histamine and ice packs
- Nosebleeds will be treated by pinching the fleshy part of the nose between thumb and forefinger and an ice pack applied to the site. The casualty should lean their head slightly forward to prevent blood dripping down the throat and breathe through their mouths.
- Any bodily fluids on the woodland floor will be cleaned up with water, the area sprayed with Tea Tree solution and covered with a layer of soil 10cms deep. The area will be cordoned off until it is deemed safe to use.
- Soiled materials will be placed in plastic bag, taken off site and disposed of appropriately.
- In the event of having to leave the site due to a serious accident the Emergency Evacuation procedure will be followed.

Additional medicines

- Any children/adults attending Woodland Learning sessions who require additional medicines and able to self administer will do so, in the presence of the Lead First Aider if appropriate.
- The lead first aider will only administer additional medicines with prior permission from parent/carer/Woodland Tutor or volunteer.
- The lead first aider will record time/date/medicine/who administered additional medicines during Woodland Learning sessions and ensure the report is returned to Woodventurers SLT.
- Woodventurers SLT are responsible for passing this information on to the relevant parties responsible for the individual/s involved.

Policy reviewed September 2020 by Toni Rogers
Next review date September 2021