



Woodventurers First Aid and medicines Policy

There will always be a Woodland Tutor who holds a current First Aid qualification on site at times there are sessions running. This will include 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 the 'on duty' first aider which will also be highlighted on the front sheet of the risk assessment document for the site involved.

The first aider in attendance will be noted on the ILP for the programme.

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. These will be kept in the safety boxes stored in the strong box.
- There is a safety box available for each session running in the woods.
- 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 sheets in the Tutor folder or digitally via My Concern
- 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.

Reporting of incidents not requiring first aid

Sometimes learners are physical with tutors and each other. It is important that these are reported even if no first aid was required.

- All head injuries - not matter how minor must be recorded on a first aid form or via My Concern
- Any injury that leaves a mark eg bite mark must be record on a first aid form or via My Concern
- A punch/hit or having object thrown that does not leave a mark and does not require first aid must still be recorded in the session evaluation or My Concern if appropriate.

Near miss

In the event of a near miss, tutors must complete the near miss form kept in the tutor folder. This includes any scenario where an event or activity didn't but may have caused serious harm or injury. Also, a situation of potential harm that will require further risk assessment/policy review or a follow up by the SLT to ensure it doesn't happen again.

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 topical 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 natural anti bacterial spray and covered with a layer of soil 10 cms 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 February 2022 by Toni Rogers Ratified 25.02.2022

Next review date February 2023