



First aid and critical incident policy.

Introduction:

The purpose of this policy is to ensure the safety and well-being of all clients and staff of Symphysis by providing clear guidelines for the response to first aid and critical incidences.

Definition of Critical Incidents:

Critical incidents include but are not limited to accidents, injuries, medical emergencies, child protection concerns, threats, and any situation that poses an immediate risk to safety or emotional well-being.

First Aid Kit:

Symphysis maintains fully stocked first aid kits at all therapy locations. These kits are regularly inspected and replenished as needed.

Designated First Aid Providers:

Trained staff members designated as First Aid Providers are responsible for administering first aid when necessary. They have received training in basic first aid and CPR.

First Aid/ critical incident Procedures:

In the event of an injury, medical emergency or critical incident, staff will:

1. Ensure the safety of all individuals involved.
2. Administer first aid as necessary.
3. Contact appropriate emergency services (police, ambulance) if required.
4. Document the incident in detail.
5. Inform the Symphysis management immediately.
6. Notify parents or guardians as needed.
7. Cooperate with any necessary investigations or authorities.

Emergency Contact Information:

Staff members have access to emergency contact information for all clients in case notification to parents or guardians is necessary.

Reporting

All first aid incidents must be reported to the Symphysis management as soon as possible for review and follow-up actions. In addition, all parents/carers and where appropriate social workers will be notified of any incidents and will be provided with the incident form upon request.

Support and Follow-up:

Following a critical incident, Symphysis will provide support to affected clients and staff, which may include counselling or referrals to external resources.

Review and Improvement:

The management of Symphysis will conduct a thorough regular review of the policy and procedures (periodically as well as post incident) to identify areas for improvement and implement necessary changes to prevent similar incidents in the future, and to ensure they align with best practices and legal requirements.

Confidentiality:

All information related to incidents will be handled with the utmost confidentiality, following legal and ethical guidelines.

If you have any questions or queries regarding this policy and procedure, please speak to Lee Smith- his contact details can be found on the organisations website.