



Ilkeston u3a First Aid Policy

Purpose

1. This policy sets out the arrangements that are put in place to provide first aid provision:

- Providing help for the purpose of preserving life and minimising the consequences of injury or illness until such time as professional medical support can be obtained; and
- Treating minor injuries which would not otherwise receive any treatment or which do not warrant treatment by a medical professional (Doctor, nurse, paramedic).

Scope

Insurance

2. The Third Age Trust provides third party legal liability insurance for members. It is not personal accident insurance cover. The insurance does cover u3a members administering first aid.

Emergency Contacts

3. **ALL** members are encouraged to fill in the details on the reverse of their membership name badge and to wear it when attending meetings.

4. Members who use a smart mobile phone can also carry their emergency contact details using the contact app ICE (In Case of Emergency).

First Aid Kits

5. First aid kits will be issued to interest groups where necessary, e.g. Ramblers etc. It is the group leaders' responsibility to ensure it is stocked with appropriate first aid supplies for their interest group and that used items are replaced as soon as they are used. Some items within the first aid kit can expire. Items that have passed their expiry date should be disposed of and replaced as they may not be effective and can start to deteriorate, making them unsafe for use. Costs will be reimbursed by the Treasurer if receipts are presented.



Ilkeston u3a First Aid Procedure

- If an emergency incident happens during an interest group you should ask if there is a qualified first aider in the room. (A First aider is someone who is qualified to give first aid treatment in the event of an injury or illness).
- If not, appoint a nominated person to take charge of first aid arrangements. This includes looking after the equipment, facilities and calling the emergency services. No formal training is required. They will tell you what to do.
 1. Assess the situation quickly and calmly. Treat the casualty with dignity and respect at all times and gain consent before undertaking any task, even if unconscious.
 2. Protect yourself and any casualties from danger– NEVER put yourself at risk
 3. Prevent cross infection between yourself and the casualty at all times
 4. Assess the casualty– identify as far as you can the injury or nature of the illness affecting the casualty. Is the casualty breathing? Are they unconscious/ conscious? Can the casualty tell you what happened? Any signs and/ or symptoms?
 5. Give early treatment– treat the casualty with most life–threatening conditions first.
 6. Arrange for appropriate help. Call 999/ 112 for emergency help immediately if you suspect serious injury or illness. A defibrillator and first aid kit are available at The Arena, a first aid kit at the fire station.
 7. For less serious conditions you or the casualty should contact 111, their doctor’s surgery, walk in centre, etc.
 8. Report all accidents and incidents to your committee as soon as possible and complete an **Incident Report Form**. It is important to have an accurate record in case of future problems relating to the incident.

Additional Procedure for Fire Station

9. If the incident occurs during use of the Community Room at Ilkeston Fire Station the following additional procedures should be actioned.




a. Medical Emergency – requiring medical assistance

After calling the Emergency Services the responsible person should ring Derbyshire Fire & Rescue Service Command & Control on 01332 861800. Control staff will document the medical emergency, and mobilise an officer to attend the premise to undertake service procedures; health and safety reports, accident investigation, welfare support as appropriate to the circumstances. An Incident Report Form must still be completed for Ilkeston u3a.

b. Medical Emergency – NOT requiring medical assistance

Derbyshire Fire & Rescue Service Admin Team must be notified as soon as is reasonably possible, so that the appropriate fire service documentation can be completed and any outstanding issues addressed. This will be actioned by a Committee Member upon receipt of the Incident Report Form.

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Version	Description of changes	Date	Review Date
Issue 4	Policy	Adopted 11 Aug 2015	
Issue 5	Redrafted Policy & Procedure	Adopted 8 th Aug 2023	Aug 2024