

SICKNESS AND FIRST AID POLICY

The health and wellbeing of participants is of paramount importance and we wish to ensure that students attend as often as possible, so that they have the opportunity to make the best possible progress. We wish to support all parents/carers who have any concerns about their child's wellbeing. In order to maintain a healthy environment for all our learners, staff and visitors we would ask that parents/carers refrain from bringing students to Equine Learning if they are sick and displaying signs of illness. (Please refer to appendix A). Equine Learning recognises its responsibility to promote a culture where health issues are discussed in an open and positive way.

Under duties set out in the Health & Safety (First Aid) Regulations 1981, Equine Learning recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel.

Aims of this policy:

- To ensure sick students are identified
- To ensure sick students are cared for appropriately
- To protect students and adults from preventable infection
- To enable staff and parents/carers to be clear about the requirements and procedures when students are unwell
- To deal efficiently and effectively emergencies that may arise while students are in our care

Procedures for Sick Students:

If a student becomes ill while attending Equine Learning the following procedures will be followed:

- If a student informs their supervisor that they feel unwell the supervising adult will make a decision if the student is too unwell to be at Equine Learning
- If a student is unwell they will be taken to the kitchen or office and a member of staff will contact parents/carers
- If contact cannot be made with parents/carers then the staff will contact the emergency contacts provided by the parents/carers
- The student will be made comfortable while they wait to be collected
- If necessary a first aider will be consulted for advice on an illness
- If parents/carers and/or emergency contacts cannot be reached the student will be made comfortable and monitored and staff will continue to try to make contact
- If appropriate, suitable first aid to be given at Equine Learning in line with infectious control procedures
- In the case of an emergency when the student's health is at risk an ambulance will be called and a member of staff will accompany the student to hospital. Parents/ carers will be contacted
- If a student is off sick from ELCIC parents/carers are expected to ring or text the Education Programme Supervisor each morning between 8:30am and 9am giving the reason for the student's absence - telephone number 07504249969.

First Aid

Equine Learning has several designated members of staff responsible for first aid. All first aiders hold current first aid certificates. A designated first aider is responsible for maintaining the correct contents of all first aid boxes. The names of staff who are nominated first aiders or who have completed first aid qualifications are displayed in the stable barn.

Equine Learning will ensure that there is a fully trained first aider, or an appointed person in the event of there being no alternative, available always during the learning day. The first aid boxes will be regularly checked by the designated person to ensure their contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981. The location of the first aid boxes is the feed room in the stable barn, the kitchen and portable first aid kits are taken out for trail rides and other activities.

In the Event of a Major Accident, Incident or Illness

Equine Learning requests that parents/carers complete and sign an emergency medical treatment form enabling any member of staff so empowered, to give permission for emergency medical treatment for their student in the event of a major accident, incident or illness occurring at Equine Learning. In the event of such an event, the following procedures will apply:

- A designated first aider will be notified and take responsibility for deciding upon the appropriate action. The first aider will assess the situation and decide whether the student needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive
- If the student needs to go straight hospital, an ambulance will be called. The parents/carer will also be contacted. A member of staff will accompany the student to hospital and will consent to medical treatment being given, so long as the emergency medical treatment form has been completed and signed
- If the student does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their student. In the meantime, the student will be made as comfortable as possible and be kept under close supervision.
- Parents/carers will be made fully aware of the details of any incidents involving their student's health and safety, and any actions taken by Equine Learning
- All accidents will be recorded in the accident book.
- Equine Learning will follow RIDDOR accident reporting procedures. A member of the management team will report any accidents to the HSE where necessary.
- The Director should consider whether the accident or incident highlights any actual or potential weaknesses in Equine Learning's policies or procedures, and act accordingly, making suitable adjustments where necessary.

In the Event of a Minor Accident, Incident or Illness

In the event of such an event, the following procedures will apply:

- A designated first aider will be notified and take responsibility for deciding upon any appropriate action. If the student does not need hospital treatment and is judged to be able to safely remain at Equine Learning the first aider will treat the injury/illness accordingly where it is safe to do so. If and when the student is feeling sufficiently better, they will return

to the activity they were undertaking and where appropriate they will be kept under close supervision

- Dependent upon the type of injury, (i.e. bump to the head or a facial injury not requiring hospital treatment) the first aider dealing with the injury will telephone the parents/carers to inform them that the student has had an accident
- At the end of the session, the staff will fully inform the parent/carer on handover of the student of the incident or accident and any treatment given.
- If the injury or illness incurred is such that treatment by the first aider is deemed inappropriate but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect the student. Until the parent/carer arrives, the student will be kept under close supervision and as comfortable as possible.
- All accidents will be recorded in the accident book.
- Equine Learning will follow RIDDOR accident reporting procedures if appropriate. A member management team will report any accidents to the HSE where necessary.
- The Director will review the accident book each term and address any areas of concerns.

Exclusion of sick students from Equine Learning's Programmes

- We understand the needs of working parents and do not aim to exclude students from Equine Learning's programmes unnecessarily. However, the decision of Equine Learning is final when requesting the exclusion of a student for illness or infection. Decisions will take into account the needs of the student and those of the group.
- Students with infectious or contagious diseases will be excluded for certain periods. If a member of staff suspects that a student has an infectious or contagious disease, they will request that parents consult a doctor before returning the student to Equine Learning.
- We recommend that no student may attend Equine Learning while suffering from one of the communicable diseases and they should be excluded for the minimum periods recommended. Please see guidelines to illness/communicable diseases provided by the Health Protection Agency.

Sun Protection

- Equine Learning understand the dangers posed to students and themselves by over exposure to the sun. In hot weather, parents/carers are asked to ensure that sun screen is brought along and applied before the student attends their learning session.
- Parents/carers should ensure that their student has a hat or cap, which they can wear when outside in the sun.
- In hot weather, staff will encourage students to drink water frequently.
- Staff will also ensure that shady areas out of the sun are always available to students when learning outside.

Head-lice

Transmission of lice within a learning environment can be a common occurrence. When it does occur, it is usually from a 'best friend' as lice are only transmitted by direct, prolonged, head-to-head contact. When a case of head-lice is suspected the parents/carers will be notified and asked to treat the student accordingly before they return to Equine Learning

Staff Responsibilities

All Equine Learning staff have responsibility for ensuring that they work within the remit of this policy and in the manner in which they have been trained. Responsibility for the implementation, monitoring and review of this policy lies with the Director and Management Team. This policy was reviewed May 2020.

Appendix A

Please note: the following NHS advice relates to students attending school. We would ask you to adopt the same principles for attending Equine Learning's Educational / Learning Programmes.

Extract from NHS Choice - <http://www.nhs.uk/Livewell/Yourstudentatschool/Pages/Illness.aspx>

Common Conditions

- Cough and cold. A student with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the student should stay off school, visit the GP and return to school 24 hours after they start to feel better
- Raised temperature. If your student has a raised temperature, they shouldn't attend school. They can return 24 hours after they start to feel better
- Rash. Rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Students with these conditions shouldn't attend school. If your student has a rash, check with your GP or practice nurse before sending them to school
- Headache. A student with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep the student off school and consult your GP
- Vomiting and diarrhoea. Students with these conditions should be kept off school. They can return 48 hours after their symptoms disappear
- Sore throat. A sore throat alone doesn't have to keep a student from school. If it's accompanied by a raised temperature, the student should stay at home
- Students showing any symptoms of Covid 19 should be kept at home for 14 days. If any family members living in the same household have symptoms, students should also be kept at home for 14 days. Please follow the government advice on self-isolation.