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# **First Aid & Emergencies on Machane**

Health and Safety Policy

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# First Aid, Sickness & Medication

Good practice should reflect an awareness of the need to treat each child under our supervision with care and consideration.

## PROCEDURE

- Trained first aid personnel will be present at all times with a minimum ratio of one First Aider per one hundred children (in accordance with Health & Safety Executive guidelines).
- Where necessary at least one member of staff with a Paediatric first aid certificate will be present and available at all times and, where appropriate, all certified paediatric First Aiders will have covered the same content as St John's Ambulance or Red Cross paediatric training.
- Staff will be made aware of the qualified First Aiders on site.
- There shall be at least two First Aid kits on site at all times, depending on the size of the camp. They will be stocked according to Health and Safety executive guidelines. Kits will not contain medication. All First Aid kits must be checked each week and the contents replaced regularly.
- One kit must be kept by the First Aider. Other First Aid boxes must be kept in an accessible place out of children's reach.
- All accidents must be recorded on an Accident Report form.
- First Aid materials must be taken on all trips and journeys.
- If a child obtains a serious injury whilst attending the camps, he or she will be given emergency first aid whilst awaiting the arrival of an ambulance.
- When booking with us, parents/carers are consenting for Bnei Akiva staff to administer sun cream, painkillers (liquid painkillers for participants under 12 years old and as preferred) as well as any necessary treatment for physical injuries in line with first aid training, as required to children when necessary.
- All treatment and follow up from the First Aiders must be recorded on the child's file.
- Parents / carers will be requested to disclose any allergies or medical conditions that would prevent the administration of the above. Disclosure of this information is the parent's / carer's responsibility.

## At the Day Camps

- If a child feels unwell (e.g. head or stomach ache) their parents / carers or other available contacts will be called. The child will be removed from the class and will sit in the office under the supervision of the Health Team until contact can be made.
- If a child develops serious symptoms an ambulance will be called, a Madrich/a will accompany the child to hospital and the parents / carers will be notified.

## At the Residential Camp

- The residential camp staff member overseeing first aid, will be in charge of all first aid, first aid paper-work and first aid kits.

- If a child is injured or unwell they will be cared for in the designated area, usually a First Aid Room.
- If necessary, a child will be taken to a local Doctor or Hospital, a madrich/a aged 18 or over and, if necessary, the staff member overseeing first aid will accompany them, and the parents/carers will be notified.

### **Long Term Medical Conditions**

If the child has a long-term medical condition the parent / carer will be asked to provide information about the condition at the time of booking, including symptoms, medication necessary and actions to be taken by staff. We may ask the parent / carer for further information before the child arrives at camp if necessary, or over the course of Machane. Parents / carers are expected to disclose all medical information that may impact their child's experience.

### **Allergies**

Due to the locations and nature of our residential settings, we advise that children who have, or are suspected of having severe allergies to wasps, hornets and / bee's look into alternative provisions.

## **Medication brought to Camp**

Parents/carers have prime responsibility for their child's health and wellbeing. This responsibility includes cooperating fully with Bnei Akiva's medical procedures.

Detailed medical information (including Special Educational & Behavioural Needs) is required from all parents / carers of children attending any of our camps. It is the responsibility of the parents / carers to ensure that they disclose such details on the Application Form. Whether or not the camper should keep any medication on their person is at the discretion of Bnei Akiva. Staff members have prime responsibility for their health, wellbeing & medication.

### **PROCEDURE**

Medication must be clearly labelled, not have expired and handed to staff on arrival. It will be made available when required and supported with the correct details/signed paperwork. Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.

#### **Records**

1. Written consent by the parent / carer must be obtained detailing:
  - a. The name of the child
  - b. The name of the medicine
  - c. The dose and form of the medicine & how often it is given
  - d. Full administration instructions
  - e. The reason for administration

f. The duration and course of the medicine

2. Parents / carers and staff must give all the information we require on the 'Application Form'

3. All instructions must be clear and accurately indicate the quantity and regularity of each dose. This includes the correct dosage and administration information of emergency medication (e.g. adrenaline auto injectors).

4. Details on the label should correspond with the information on the written consent. If instructions are from a doctor and exceed the dose recommended on the packaging, we will ask parents / carers to confirm in writing their agreement to this dose being administered.

5. Bnei Akiva personnel responsible for Welfare will assess if the medical needs of children can be met before the start of the camp. If the required medical responsibilities cannot be fulfilled, the parents / carers will be informed. If the child needs to be withdrawn from the camp a full refund will be given.

6. Any medication taken must be suitably recorded. A treatment log will also be kept to ensure thorough records and communication.

7. All records concerning medication are strictly confidential and shared only with the parent/carer, relevant staff & medics and regulatory inspection officers. These records will be kept in the main office for as long as is stated in our Privacy Policy.

8. Responsibility for administering medication lies with the First Aiders. We reserve the right to refuse to administer medication.

9. At Day Camp, parents who bring in any medication for their child must present it first to the office where it can be logged. All medication will be kept and administered in the office, unless it is required with the child (such as an epipen or inhaler).

10. All medicines, must be stored away in a secure, private and clean place and away from sun and food. Unless required to be on their person (e.g. adrenaline auto injectors), all medicines must be kept out of the reach of children.

11. Staff must follow all of Bnei Akiva's medical procedures. We strongly advise only bringing essential medication.

a. Staff must discuss their regular medication needs with the Welfare Team.

b. 'As and When' medication (e.g paracetamol, anti-histamine) is the responsibility of the staff member to keep safe at all times. Only bring what you require.

i. At Residential Camps common non-prescription medication will be available from the First Aider.

c. Staff must never give their (or any) medication to campers.

12. If a medication requires specific training, staff should ask the child's parent / carer about suitable training as they may have health professionals they work with.

13. Medicines containing aspirin should only be given if prescribed by a doctor.

14. If a child brings medication to our day camps, it is the parent's / carer's responsibility to make sure it is taken home at the end of the day.

15. If parent / carers do not send medication we will not follow this up and it will be assumed the child does not need it.

## **Administration**

1. The Application Form must be consulted, and the label on the dispensed medicine to be checked to confirm that it corresponds to the information on the medical administration form.
2. Check the name of the child, ask, "What is your name?" do not ask "Are you \*\*\*?"
3. Offer the medicine to the child and give a drink of water if required. If more than one child has to receive a prescribed medication, only one medicine is to be administered at a time.
4. If for any reason the child is unable to take the medicine, or refuses the medicine the parent/carer should be contacted by the Rosh Machane.
5. Medication administered will be appropriately logged to ensure thorough records and communication.
6. When administering medication staff must ensure that the child's privacy is respected at all times.

## **Emergency Medication**

Parents / carers must declare in advance of their child attending camp any emergency medication required (e.g. (adrenaline auto injector / epi pen / inhaler etc.). As stipulated above, this must be done on the specified medical form with all information honestly disclosed.

Campers must bring two epi pens and/or two inhalers in accordance with UK and MHRA guidelines and our policies. This will enable us to provide suitable on the spot care in an emergency.

### **At Day Camp:**

Medication is kept with the camper's group at all times. Staff at day camps will, of course, help the younger campers with keeping them safe.

### **At Residential Camp:**

Campers are expected to keep one dose of emergency medication with them at all times. They should also bring a suitable carrier e.g. a container or a belt to camp. The second dose will be kept in a central and secure location within 5 minutes from the camper. Both doses will travel with the camper if they are off-site for an excursion or trip.

If a child arrives at camp with only one dose of emergency medication parents / carers will be contacted immediately. If the second dose cannot be provided forthwith we will seek appropriate medical advice. We will be guided by healthcare professionals as to the best course of action to keep the child safe.

It is the parent / carer's responsibility to make sure the correct information has been disclosed and the correct medication is brought to camp. Admission to camp could be refused should a camper fail to bring the required emergency medication and/or correct dosage.

# Infectious Diseases and Common Infections

We will strive to maintain high standards of personal hygiene, safe working practices and vigilance.

We will not accept children or staff on our camps if they will create a health risk to others, or themselves through a lack of vaccinations or other medical issue.

## PROCEDURE

We will always refer to Public Health England's 'Guidance on infection control in Schools and other childcare settings'

Children with infectious diseases or infections (e.g. Measles, German Measles, Chicken Pox, Mumps, Whooping Cough and Meningitis) will be excluded from the camp in order to minimise risk to other children attending.

### **Cleaning up body fluid spills**

Body fluids, blood, faeces, vomit, saliva and nasal/eye discharges can contain infectious diseases such as HIV/AIDS and Hepatitis B & C.

- Spills of any such body fluids should be cleaned up immediately, ensuring there is no splashing into the eyes, nose or open cuts or sores.
- Disposable gloves must be worn.
- Staff will cover any open wounds when dealing with such spills.
- Affected surface to be cleaned thoroughly and disinfected.
- Fluid contaminated material to be placed in a plastic bag sealed and stored safely and appropriately, out of the reach of children, until collected by the appropriate agency or council.

### **Specific Action**

In the event that an infectious disease is confirmed at any one of the camps the following action must be taken quickly and calmly:

- A thorough cleaning and disinfecting will be performed on all areas of contact (WCs, sinks etc.)
- Soiled linen or clothing will be disposed of as a universal precaution
- Any spills will be contained using guidance above
- The child will be isolated with an adult until arrangements are made for transfer home
- Remaining children and staff will be monitored for symptoms
- Staff off duty will be informed that they are expected to notify the Camp Manager/Nurse/ staff member overseeing first aid of any symptoms.

# Accidents and Emergencies

All accidents and emergencies will be dealt with as a matter of importance and with the utmost care.

## PROCEDURE

We will record details of all accidents that occur; the staff member dealing with the accident, Nurse, a Manager and the child's parent / carer will sign these records.

In the event of an emergency or due to unforeseen circumstances, a child may be moved between sites for their own safety.

In case of an emergency staff will have access to various contact details. These will include:

1. Parent or Carer contact numbers
2. Local Safeguarding Team
3. Local Casualty, Police and Fire departments

## Minor Accidents

- For minor accidents such as minor bruising or cuts, the First Aider will treat with water, ice, plasters and/or bandages (plasters may be used providing the child has no allergies).
- Staff at the day camps are not permitted to apply antiseptic or antihistamine creams, sprays or lotion without consent by the parent/carers. At the residential camp only the Camp Nurse/ staff member overseeing first aid will be permitted to apply these items.
- All accidents and injuries must be recorded on an accident report on the same day it has occurred.
- It is essential to administer appropriate first aid and offer reassurance to the child and acknowledge their feelings.

## Major Accidents

If a major accident occurs, the rest of the group will need some reassurance and a level of understanding of what has happened and that the child is being looked after. Some children may be distressed and need extra care. It is the responsibility of all staff to look out for this.

In the event of all major accidents and emergencies all staff must follow the emergency action plan.

- For a major accident such as a break, dislocation or severe cut, call the First Aider to assess the situation and apply the appropriate first aid and comfort the patient.
- The emergency services must be called immediately, and the Rosh informed.
- The child's parent/carers must be contacted, and arrangements made, where possible, to meet them at hospital.
- At least one member of staff (preferably known to the child and with knowledge of the accident) must accompany the child to hospital with all the child's medical information (and Accident Report forms if ready) available on site and should remain there until the parent/carers arrives. This member of staff should hand over to the parent/carers and ensure they are ok before he/she leaves. Time, patience and care must be given to the

parent/carer. For example, offering them a drink and showing reassurance will make them feel less stressed and able to cope with the situation better.

- All details of the accident must be fully logged on the Accident Report forms.
- It is important to follow up the injury by contacting the parent/carer to see how the child is. For example, a get well card and a phone call.
- After a major accident it is very important for us to review and assess:
  1. What happened
  2. How it happened
  3. Whether we could have done anything to avoid it
  4. Whether the activity is safe.

## Firearms / Weapons Attack and Bomb Threats

The safety of staff, children, parents, carers and members of the public is paramount. We do not need to be alarmist or cause undue fear or anxiety, but rather raise awareness amongst all employees of the need to be proactive, prepared and understand our roles and responsibilities should a situation arise.

Bnei Akiva recognises its responsibilities in protecting employees, service users and the public from the perceived or real threat of terrorism. Although it is highly unlikely that we would be a direct target of an organised attack, there have been well documented cases where public serving and Jewish organisations have been subject to attacks.

Further information can be found at the National Counter Terrorism Security Office under Guidance: Recognising the Terrorist Threat. Government Guidance

### PROCEDURE

#### Communication

In the event of an incident it is expected that the Camp Manager will take charge and make decisions based on the available information at the time. Staff should alert the Camp Manager to a threat as quickly as possible by using a walkie-talkie, mobile or, if quicker and safer, speaking to them in person. The emergency services (999) must be contacted immediately if the threat is perceived to be real. The Camp Manager is expected to inform a Company Director of the incident as soon as possible, who will enact the Major Incident Plan.

In the event of an incident occurring off site, such as an excursion, the agreed trip procedure should be followed by the member of staff in charge. A designated telephone number will be agreed upon prior to departure, which will be the main source of communication during an incident. In order to communicate effectively with key individuals, once the incident is confirmed, this number will be used, as much as is realistically possible, solely for communications in relation to the incident.

Parents, carers and other parties will be suitably informed once the nature of the incident and well-being of all individuals has been ascertained.



## **Firearms and Weapons Attack**

Firearms and weapons attacks are rare in the UK. The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack:

### **Run**

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN. If not then HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

### **Hide**

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock / barricade yourself in
- Move away from the door

### **Tell**

Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker.

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions - Describe the attacker, numbers, features, clothing, weapons etc.
- Further information - Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

## **Armed Police Response**

- Follow officers instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

### **Officers May**

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker

- Officers will evacuate you when it is safe to do so  
You must STAY SAFE

## **Bomb Threat**

### **Dealing with Suspect Packages**

A suspect package can be left anywhere by anyone, and can have any appearance. It should not be handled, moved or tampered with in any way. If you are in any doubt about a package, leave it alone and report it immediately to the Camp Manager.

Possible indications of a suspect package may include:

- Protruding wires
- Noise or smoke from the package
- Grease marks on the wrapping
- A letter that is unusually thick (or 5mm), excessively heavy, lop-sided or stiffened
- An inner envelope which is tightly taped or bound.

If a suspect package is found, the area around it must be kept clear of people until the package has been made safe by the relevant authorities.

### **Bomb Threat by Telephone**

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

In the event of a bomb threat, the person who received the threat must immediately phone 999 to report it to the police. If the caller informs you that the bomb is in your building, report it to the Camp Manager, who will instigate the evacuation procedure.

# Emergency Lockdown

It is impossible to plan for every eventuality and in a real emergency events can happen very quickly. Bnei Akiva recognises the need to react to potential situations in which we might apply a lockdown procedure. This might be in response to:

- A hostile intruder
- An attempted abduction
- A major incident in the immediate vicinity
- Out of control animals

## **Procedure**

The nature of the service we provide with a regular turnover of children and staff means our procedure needs to be flexible but straightforward.

Whatever the nature of the threat, we will follow the same principle across our camps:

**RUN** to a place of safety

**HIDE** It's better to hide than to confront

**TELL** the police by calling 999

- Raise the alarm and use the walkie talkies to communicate
- The Camp Manager should take the decision-making lead where possible
- Get all children and staff to a place of safety without delay
- If circumstances dictate, try to isolate yourselves from the problem
- Secure all external doors and windows as is reasonably practical
- Keep the children quiet, away from windows and doors and out of the line of sight
- Keep phones on silent or vibrate
- Alert the emergency services at the earliest opportunity
- The Camp Manager should alert the Directors when safe to do so.