

## **MK Clairvoyants (including Healing the Soul Training)**

### **First Aid Procedures**

#### Accident and First Aid

It is acknowledged that accidents will happen on the premises despite the supervision from fully trained staff, so all first aid trained staff will be easily identifiable and there is always at least one first aider on duty, with appropriate First Aid Training, whilst the premises is open for private readings, healing, training, or developmental purposes.

We follow the guideline of Reporting Injuries, Diseases, and Dangerous Occurrences (RIDDOR) for reporting serious accidents and injuries. All accidents are reported and documented in an accident log file which is kept in a locked cupboard in the kitchen remaining confidential always.

#### First Aid

- Matt and Kirsty will both undertake relevant First Aid training that will be used in the event of an accident or injury.
- In addition, Matt or Kirsty will have also undergone relevant training, certification and checks in Safeguarding that ensure the safety of the individuals on its premises.
- The organisation's safeguarding children procedures comply with all relevant legislation and other guidance or advice from the Area Child Protection Committees (ACPC).
- The organisation is committed to reviewing its safeguarding policy and procedures at regular intervals. The policy and its procedures will be shared with relevant individuals.

#### Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded in the the Accident Record Book on the same day as the event took place.

#### Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence.
- Details of the people involved.
- The type, nature and location of any injury sustained.
- The action taken and by whom.

- The signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a countersignature by the parents/carers of the child or children involved.

MK Clairvoyants should inform the partners or other relevant people (if deemed necessary and with the permission of the person being treated) of concerns and that the individual will be advised to seek professional medical advice either from a GP or from the local Accident and Emergency.

Matt or Kirsty will ask the individual how they are and ensure that they have sought professional advice from a medical professional following any accident or injury.

Below are examples of how we would approach a First Aid situation on the premises

#### Minor Accident e.g. graze or friction burn

- Assess the situation and ensure that the individual is in no immediate danger or endangering others.
- Ensure all individual's safety and take precautions such as protective clothing and gloves.
- Offer reassurance and offer some privacy.
- Report to a trained first aider who will then decide upon the correct course of first aid.
- After dealing with the incident the relevant person will complete the accident book that MUST be signed by the organisational representative and the individual.
- If the injury is not treated or shows no mark it can be documented in the accident book.
- If treated it will always be documented using an accident book; which will be made available for the individual to see and for the relevant professional organisations.

#### Severe Accident

- Assess the situation and ensure that the individual is in no immediate danger or endangering those around them
- Ensure all staff safety and take precautions such as protective clothing and gloves. Offer reassurance and if appropriate clear quiet space; to give privacy.
- We will not attempt to move the individual if there is a possibility that this could cause more damage.
- Report the accident immediately to the Partner/Relative who will decide upon the right course of first aid.
- If needed an ambulance will be called by dialling 999.
- If needed either Matt or Kirsty will accompany the individual to the hospital taking any relevant information.
- Kirsty and Matt will constantly make every effort to contact the partner or family member to inform them of what has happened and also to notify them of which hospital or first aid procedure has been undertaken.

If the accident was treated it would need to be reported in the accident book and signed by the individual  
If required, RIDDOR would be informed by Matt or Kirsty at the earliest opportunity.

### Medication

Wherever possible, individuals who are prescribed medication should receive their doses at home or be able to self-medicate. If it is necessary for medication to be taken during sessions individuals will be encouraged to take personal responsibility for this, where this is appropriate.

It is also encouraged that where an individual has an inhaler/epi-pen that they always carry this on them

Matt and Kirsty will not administer any medication to individuals.

### Epilepsy Policy

- MK Clairvoyants recognises that epilepsy is a common condition affecting individual and welcomes everyone who has Epilepsy.
- MK Clairvoyants supports individual with epilepsy in all areas and encourages them to achieve their full potential.
- When an individual with epilepsy joins us either Matt or Kirsty will meet with them to establish how the epilepsy may affect their time with ourselves. This will include any special arrangements that the individual may require and what steps will take place in the event of a seizure.
- MK Clairvoyants recognises the importance of having an environment that supports the needs of individuals with Epilepsy. Any individual suffering from epilepsy will be able to rest in a quiet place if necessary away from other individuals in the event of the person feeling unwell or having a seizure.

### First Aid procedure in the event of a seizure

1. Clear a space around the individual so that they do not hit themselves on anything.
2. Put something soft under their head
3. Never try to put anything in their mouth
4. Start to time the seizure
5. Get all the other individuals out of the area immediately
6. Call for help and assistance
7. If the seizure lasts more than 5 minutes gets someone to dial 999 and state that the individual is having a tonic, clonic seizure
8. Ask someone to phone the individual's partner or family to inform them and ask them to come to the premises or inform them of what hospital they have been taken to.
9. When the seizure has finished stay with the individual and reassure them
10. Do not give them any food or drink until they have fully recovered
11. Roll them into the recovery position

## Invasive Medical Procedure

We provide safety for everyone and promote health through relevant training and doing our best at preventing contact with the allergenic substance that an individual may have.

If any individual has a medical condition in which any invasive medical procedures are needed to maintain the well-being of the individual, MK Clairvoyants will need to be fully trained in how to administer such procedures.

Any invasive procedure should only be followed in an absolute emergency. If any kind of invasive procedure may be needed the individual should ensure that MK Clairvoyants have all of the information needed for administration.

We should also have a consent form from the individual giving us consent to carry out these procedures if needed.

Trained staff should wear medical gloves and complete the appropriate medical records which need to be shown to those needing to see it.

Any invasive medical procedure will need to be witnessed by another person to ensure the safety of the individual and member of MK Clairvoyants.

This policy will be reviewed as and when deemed necessary and will be updated every year.

Signed: M. GROGAN / K. GROGAN

Date: 1/5/2020