



# **First Aid Regulations**

**Version 3.0 - 2011 / 2012**

## **Introduction**

These regulations are issued so that the provision of first aid within the society is clear and beneficial to the membership of Regia Anglorum.

Please do not think that reporting an accident is somehow “grassing someone up” - this is not the case. Regia learns from its mistakes and this is something that applies personally and corporately. Most accidents are just that – accidents. We can count on the fingers of one hand the occasions in the last 25 years where injuries have been caused maliciously. Even careless use of weapon or tool is pretty uncommon and our injury rate is exceptionally low for a contact sport hobby. Poor or zero reporting means we cannot learn from the error and is preventing proper analysis of accidents and thus any necessary improvements. We must base any such improvements firmly upon evidence.

Reporting of accidents requiring first aid treatment is a legal requirement and essential to ensure an adequate and responsible level of Health and Safety. Well maintained records are vital to enable Regia Anglorum to identify any additional training requirements or reviews we might need. They also help to identify accident trends and possible areas for improvement in the control of risk. It will also be used for reference when writing up Risk Assessments and Method Statements and may even prove useful for insurance purposes if required.

Kari Harris  
First Aid Co-ordinator Regia Anglorum  
2011 / 2012  
Issue Details  
Revision: v3.0  
Date of issue: April 2011

## **Terms and definitions : Roles and responsibilities**

### **First Aid Co-ordinator [FAC]** – *as defined in the Regia Anglorum Code of Law.*

xvi. The HW may elect a First Aid Coordinator (FAC)

- a) He shall maintain a list of all members of the Society who are qualified and willing to serve as First Aiders at the Society's events.
- b) He shall ensure that adequate First Aid cover is provided for all Society Major Events, where sufficient notice of an event has been given.
- c) He shall institute and maintain a record of injuries sustained by members of the Society
- d) He shall ensure that First Aid equipment held by the Society be maintained in a state of readiness. He shall ensure that Society First Aiders are reimbursed for personal expenditure of First Aid equipment (through the National Treasurer).
- e) He shall generate specific policies regarding the provision and practice of First Aid within the Society.

### **Society Appointed First Aider**

Hold a valid "First Aid at work" certificate. \*

Or another form of First Aid training

They have explicitly been told by the current FAC that they are a Society Appointed First Aider.

Will have access to a First Aid Kit at all times

Will only provide emergency medical assistance according to their current qualifications.

*\*If you have a qualification that is not a "First Aid at work" (this is a specific 4 day HSE approved course) consult the FAC and individual determinations will be made as to the acceptance of the certificate.*

**First Aiders MUST NOT consume alcohol or otherwise render themselves incapable of fulfilling their role.**

### **Duty First Aider**

First Aider appointed by the FAC to be the first point of call for that day of the show. If they go off site, they should arrange for another First Aider to take over this role.

*First Aiders may be given medical information which is legally confidential and must not be discussed with anyone (other than medical personnel who need to know), if the First Aider believes this information suggests a society member may causes a danger to the public or other members then they must personally speak to the appropriate office (National Training Officer, LHE Co-ordinator, Maritime Officer etc. in confidence, revealing as little possible of the personal medical issues.*

## **All members of the society**

- Must ensure a record of any injury is made on the form supplied and the Duty First Aider is responsible for sending it to the FAC.
- Should know where an appropriate First Aid Kit is stored.
- May use it as appropriate (within the limits of their own abilities) for trivial injuries (e.g. graze etc).
- Should ensure they know who the First Aiders are, and summon one when they feel it is appropriate.
- Should assist the First Aider if requested to do so.
- Must adhere to all advice given by a First Aider.

The following injuries or symptoms **MUST ALWAYS** be referred to a First Aider immediately:

- ANY head injury.
- Severe bruising.
- Burns and scalds.
- Loss of blood.

## **Identification of First Aiders and First Aid Kit**

### ***On the Battlefield.***

At commencement of Morning Training the Duty First Aider will identify themselves to the Military Training Officer or Master at Arms and all the warriors, informing them where they or another Society Appointed First Aider may be found in the event of an accident or incident.

### ***On the Living History Exhibit.***

The Duty First Aider will identify themselves to the LHE Co-ordinator. Any Wic that has a Society Appointed First Aider on the Wic must fly a green pennant at the front of the Wic. All members of a Wic should be informed of the location of the Wic's First Aid Kit.

### ***First Aid Kits.***

A Regia First Aid kit will always be held on the P.A point and also on the Merchandising Unit (where applicable).

All First Aiders should have access to a First Aid kit, and it is advisable for everyone in the society to have (or have access to) one as well.

A basic First Aid Kit should contain (at least):

- 20 individually wrapped sterile adhesive dressings
- 2 Sterile eye pads
- 4 triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium individually wrapped sterile unmediated wound dressings
- 2 large individually wrapped sterile unmediated wound dressings
- One pair of disposable gloves

To be stored in an appropriately marked, watertight container, in an accessible space. If in plain sight, they must be stored/carried in a green authentic bag.

### **Injury reporting**

There is a First Aid Record Form which **MUST** be filled in as completely as possible for any case where ANY type of treatment is given. The form should be filled in as soon as possible after the injury has been treated and the form then sent to the FAC. This should occur regardless of the type of First Aid supplied, and who supplied that First Aid.

### **Specific guidance to members with pre existing medical conditions.**

Individuals who suffer from any medical condition should ensure that

- all reasonable precautions are taken to make certain that they manage and control their condition so as to ensure their own safety and that of others.
- that they adhere to advice given to them by their GP (or medical practitioner administering treatment) regarding participation of any activity.
- any medication required to control this condition should be easily accessible. It is advised that the member carry a recent copy of a Repeat Prescription containing information regarding medication, dosage and frequency. In the case of an emergency this information can then be passed on to relevant medical staff.
- at each event, the member should ensure that a **TRUSTED NAMED OTHER** is informed of contact details for their Medical Practitioner, the up to date specifics of their condition and the whereabouts of any medication information.