



First Aid Guidelines

Version 2.0 - Winter 2005/2006

Introduction

These guidelines have been issued to give a guidance for the membership of Regia Anglorum in respects of First Aid provision within the society. Any concerns, queries or comments on the contents of this document should be discussed with the First Aid Co-ordinator at the earliest opportunity.

The majority of this document was produced by Nathan Beal, (First Aid Co-ordinator, 2002-05) I am indebted to him for his work on this document

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Terms and definitions:

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.

Site Safety Officer – as defined in the Regia Anglorum Code of Law.

- iii. The Morning Meeting shall also approve the appointment of a **Site Safety Officer** (SSO), on the same lines as that of the Officer of the Day (O/d). No-one shall hold both positions simultaneously.
 - a) He shall have an overview of all aspects of site safety, on the display areas and the TMC. He shall be available during his hours of responsibility and shall be entirely sober during them. He shall deal expeditiously with all matters as shall require his attention.
 - b) He shall have responsibility for First Aid provision at the event as the Society's Appointed Person. He shall be made aware of the identity of all members of the Society present at the event who are known to the Society as First Aiders. He shall liaise with the FAC and external First Aid organisations if any be present.
 - c) He shall have the authority of a Society Officer during his hours of responsibility.
- iv. The O/d and SSO shall make it their joint and several business to ascertain the locations of:
 - a) The nearest doctor's surgery its telephone number and the number of the local Out-of-Hours GP service.
 - b) The nearest late opening pharmacy
 - c) The nearest hospitals with a 24-hr Accident and Emergency Unit, and the nature of other local NHS hospitals (e.g. Minor Injury Units etc.)
 - d) The nearest working public telephone with a 24-hr. 999 facility.
They shall either know and be able to drive the route to these facilities themselves, or obtain the services of a car driver who does

Society First Aider

Hold a valid "First Aid at work" certificate.¹

The FAC has a copy of this on file.

They have explicitly been told by the current FAC that they are a society first-aiders.

FAC Appointed Person

Do not hold a valid "First Aid at work" certificate.¹

They have some other form of First Aid training,

They have explicitly been told by the current FAC that they are an appointed person.

The HSE defines an appointed person as "*Someone chosen to, take charge when someone is injured or falls ill, including calling an ambulance if required and also looking after First Aid equipment. 'Appointed persons' should not attempt to give First Aid for which they have not been trained.*"

Duty First Aider

First Aider appointed by the FAC to be the first point of call for that day of the show. As this hobby is purely voluntary the FAC may need to appoint a volunteer to act as duty First Aider for an event, when no Society First Aider is available for that event.

¹ If you have a qualification that is not a "First Aid at work" (this is a specific 4 day HSE approved course) then talk to the FAC about it and individual determinations can be made with consultation of the appropriate agencies where necessary.

Roles and responsibilities

All members of the society

- Should know where an appropriate First Aid Kit is.
- Should use it as appropriate (within the limits of their own abilities) for trivial injuries (e.g. graze etc).
- Should ensure a record of any injury is made (on the supplied form) and that this is sent to the FAC.
- Should know who the First Aiders are, and summon one when they feel it is appropriate.
- Should assist the First Aider in what ever way they are asked.
- The following injuries or symptoms should ALWAYS be referred to a First Aider immediately:
 - ANY head injury.
 - Severe bruising.
 - Burns and scalds.
 - Loss of blood.
 - Any non-trivial injury.

If you are ever in any doubt then ASK (it is better that you have asked and it turn out to be nothing than to put yourself at risk by not mentioning it.)

Site Safety Officer

Should before an event ascertain the following

- The nearest doctor's surgery its telephone number and the number of the local Out-of-Hours GP service.
- The nearest late opening pharmacy
- The nearest hospitals with a 24-hr Accident and Emergency Unit, and the nature of other local NHS hospitals (e.g. Minor Injury Units etc.)
- The nearest working public telephone with a 24-hr. 999 facility.
- They shall either know and be able to drive the route to these facilities themselves or obtain the services of a car driver who does.

First Aiders

To provide emergency medical assistance according to their current qualifications.

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 causes a danger to the public or other members then they must use their own judgement to determine the best course of action based on the specific situation.

First Aiders should make themselves known to the Site Safety Officer when they arrive at an event.

Duty first-aiders

Should have access to a First Aid Kit at all times.

If they go off site, they should arrange for another First Aider to take over this role.

Should under no circumstances be intoxicated (alcohol or otherwise) whilst on duty.

Should inform the events SSO that they are the duty First Aider for that event

FAC Appointed Person

Should have access to a First Aid Kit at all times.

If they go off site, they should let the Duty First Aider know

Should under no circumstances be intoxicated (alcohol or otherwise) whilst on duty.

Group leaders and Event organisers

Keep the FAC informed of events and activities they are organising

Inform the FAC who the Site Safety Officer for the event will likely be.

Ensure that at least one First Aid Kit (see below) is available for use at their event.

Wics should also have a First Aid Kit on the wic.

Identification of First Aiders and First Aid Kit

At an event:

The Duty First Aider will make themselves known to the Officer of the Day; Site Safety Officer; Military Training Officer; Living History Coordinator; Master at Arms and Missiles Officer. At large shows with a number of Wics they should also make themselves known to the person in charge of each Wic.

On the Battlefield.

The Military Training Officer or Master at Arms will point out the Duty First Aider to all the warriors. If the Duty First Aider is taking part in the battle they should be identifiable on the field ie green pennant on spear.

On the Living History Exhibit.

Any Wic that has a Society First Aider on the Wic should fly a green pennant at the front of the Wic.

First Aid Kits should be stored in a accessible space. If in plain sight, they can be stored/carried in a green authentic bag.

All members of the *Wic* should be informed of the location of the *Wic's* First Aid Kit.

First-aid kits

All first-aiders should have access to a first-aid kit, and it's probably a good idea for everyone in the society to have (or have access to) one as well.

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

- 20 Adhesive dressings (plasters) in assorted sizes
- 6 Medium sterile dressings
- 2 large sterile dressings
- 2 Extra-large sterile dressings
- 2 Sterile eye pads
- 6 Triangular bandages
- 6 Safety pins
- Disposable gloves

Stored in an appropriately marked, watertight container. If in plain sight, they can be stored/carried in a green authentic bag.

For further information contact the FAC or refer to "First Aid Manual".

Injury reporting

There is a form to be fill in (at the end of this document), for any case where ANY type of treatment is given, regardless of who gave it. Should the form be unavailable the FAC is happy to accept it in any format, just as so long as the appropriate information is supplied.

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.

The important things are that in some way the FAC is informed of the what/where/why/how and who of the accident, and that this is presented in a timely and accurate manner. Information about the cause of the accident the treatment given, where it happened, and any other pertinent information is what is needed. It is better in these cases for there to be too much detail than too little, as this document may have to be examined by an individual who is unfamiliar with our hobby no assumptions of prior knowledge should be made of the reader.

Somebody must sign the injury report as it forms a legal document, it is requested that the injured person sign the document. If this is not possible then the person filling the form in should do this.

As the society does not provide First Aid cover for members of the general public or contracting organisations, these rules do not apply to incidents where members of Regia Anglorum are in some way involved in the treatment of people who are not members of the society. It is strongly recommended that any details are noted down and kept in a safe place.

Specific guidance to members with serious medical conditions.

Individuals who suffer from a serious medical condition should ensure that all reasonable precautions are taken to ensure they manage and control their condition to ensure their own safety and the safety of others.

It is the responsibility of the member to ensure the following steps (as a minimum) are undertaken:

Any medical advice given should be followed (this would include avoiding certain activities and taking medication as instructed).

As with any new activity, if the member is concerned that it may affect their medical condition, they should contact their GP (or medical practitioner administering treatment) and should inform them as to the nature of the activities the member undertakes within the society. If this practitioner deems that the member should not participate in some/all of these activities, or that they are not in the best interest of the member or would put the member or other members of the society under risk as a result of this condition this advice should be followed.

If the medical practitioner requires further information on the activities within the society, to make any decision, please direct them to the First Aid co-ordinator or the members group leader.

Any medication required to control this condition should be easily accessible. The member is responsible for ensuring this is the case, and should consult with the appropriate officers to find a suitable way of storing/transporting this.

At each show, the member should ensure that the duty First Aider and their group leader (or senior group member) present is informed of the specifics of their condition. This may involve the member finding that individual at the beginning of each day and informing them in person. It is not sufficient that they rely on details on the membership form or information supplied at an earlier time.

If a member does not wish to discuss a medical condition with a society First Aider, they should supply the Duty First Aider with a sealed envelope (marked with their name, address and group) containing relevant details of their condition, that can be passed on to NHS staff unopened, in the event of serious injury to the member. The sealed envelope can either be returned at the end of the show or destroyed unopened by the duty First Aider after the show. The envelope will be kept with the duty First Aiders First Aid Kit.

Where the medical condition warrants it (e.g. risk of unconsciousness or restricted movement) wargear (e.g. mail, padding) should be constructed/configured in such a way to allow for easy removal. The MAA or one of his deputies should be consulted to ensure that this configuration is visually appropriate. The duty First Aider and their group leader (or senior group member) should both be aware of how this equipment is best removed.

References and Further reading

First Aid Manual (8th Edition), Janet Mohun (Ed.), Dorling Kindersley, 2002.
ISBN:- 0 7513 3704 8

Regia Anglorum: Accident Report Form

Details of Person involved

Name

Address

Phone

Military

Civilian

Public (incl. member out of kit)

Date of Birth

Details of incident

Event

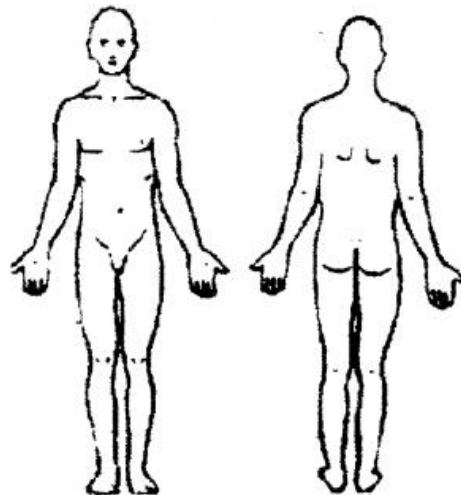
Date/Time

History

Injury Description

Airway	Clear <input type="checkbox"/>	Obstructed <input type="checkbox"/>	Vomited	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Breathing	Present <input type="checkbox"/>	Absent <input type="checkbox"/>	Nauseated	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Talked Since Incident	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Sweating	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Alcohol Suspected	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Pale	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Blood Loss	No <input type="checkbox"/>	Yes <input type="checkbox"/>			

Trauma (show area)



Treatment

Attendant First Aider

Officer of the day

St Johns or other Professional Body Involved: Yes No

Signed

Return form ASAP to: Allan McVie 28 Barlogan Quad., Glasgow G52 1AH