**COMMENCE CIC**  
**First Aid & Emergency Procedures Policy**

**1. Purpose**  
The purpose of this policy is to establish clear guidelines for first aid provisions and emergency response procedures for all staff, volunteers, and participants during sessions or outdoor activities organized by Commence CIC. This policy ensures that in the event of an emergency or medical incident, appropriate actions are taken swiftly and effectively to safeguard the health and safety of all individuals involved.

**2. Scope**  
This policy applies to all staff, volunteers, and participants involved in any activities organized by Commence CIC, including but not limited to outdoor events, mindfulness sessions, therapeutic massage, workshops, and community-based initiatives.

**3. First Aid Provision**  
Commence CIC is committed to providing adequate first aid facilities and ensuring that staff and volunteers are trained to respond to medical emergencies. The following provisions will be made:

* **First Aid Kits**:
  + A fully stocked first aid kit will be available for every session, event, and outdoor activity. The kit will be easily accessible and will include essential items such as bandages, plasters, antiseptic wipes, pain relief medications, and any additional materials needed for the specific activity.
  + The first aid kit will be checked regularly to ensure that all items are in good condition and within their expiration date.
* **Trained First Aiders**:
  + At least one staff member or volunteer with a current first aid qualification will be present at all activities or sessions. This individual will be responsible for administering first aid in the event of an injury or medical emergency.
  + A record of staff and volunteer first aid qualifications will be maintained by the Organization. First aid training will be renewed every three years or as required by local regulations.
* **Access to Medical Information**:
  + All participants (staff, volunteers, and clients) will be asked to provide relevant medical information (such as allergies, pre-existing conditions, and medications) prior to participating in any activity. This information will be confidential and used only in the case of an emergency.

**4. Emergency Response Procedures**  
In the event of a medical emergency during a session or outdoor activity, the following response procedures must be followed:

* **Immediate Response**:
  + **Assess the Situation**: Quickly assess the situation to determine if immediate action is needed. This may include checking for signs of injury, distress, or medical condition.
  + **Call for Help**: If the situation is beyond the capacity of on-site first aid provisions or if professional medical help is required, dial emergency services (e.g., 999 or 112, depending on local protocols).
  + **Administer First Aid**: If appropriate, the designated first aider will provide the necessary first aid treatment until emergency services arrive. This may include administering CPR, bandaging wounds, or applying first aid for common injuries (e.g., sprains, burns).
  + **Ensure Safety**: Ensure that the area is safe for both the injured party and other participants. If necessary, remove any hazards or move the injured individual to a safer location.
* **Emergency Contact Details**:
  + A record of emergency contact details for each participant (including next of kin) will be kept on file. These details will be accessible to the first aider or lead organizer in case of emergency.
* **Transport to Medical Facility**:
  + If a participant requires transport to a medical facility, a staff member or volunteer will accompany the individual to the hospital or medical center. The individual’s emergency contact will be notified immediately, and any necessary medical records will be provided to the medical professionals on hand.

**5. Communication of Emergency Protocols**  
To ensure preparedness, staff, volunteers, and participants will be informed of the emergency procedures for each session or outdoor activity:

* **Pre-Activity Briefing**:  
  Before each session or outdoor activity, staff and participants will be briefed on the location of the first aid kit, the identity of the first aider, and the emergency procedures in place.
* **Clear Signage**:  
  In outdoor settings, clear signage will indicate the location of first aid stations, emergency exits, and evacuation routes.
* **Emergency Plan for Outdoor Activities**:  
  For outdoor activities or events, a detailed emergency response plan will be developed, including information about the nearest medical facilities, emergency contact numbers, and evacuation routes. This plan will be shared with all staff and volunteers ahead of the event.

**6. Specific First Aid and Emergency Procedures for Outdoor Activities**  
For outdoor activities, where medical emergencies may be more difficult to manage, the following specific procedures will apply:

* **Risk Assessment**:  
  Prior to any outdoor activity, a risk assessment will be conducted to identify potential hazards, such as uneven terrain, weather conditions, or proximity to water. The first aid provisions will be tailored accordingly.
* **Access to Emergency Services**:  
  For outdoor activities in remote locations, participants will be made aware of the nearest points of access to emergency services (e.g., parking areas, trailheads) and the quickest way to summon help if needed.
* **Communication Devices**:  
  Where activities take place in areas with limited or no phone signal, a communication device (such as a two-way radio or satellite phone) will be carried by the lead organizer to ensure emergency services can be contacted if necessary.

**7. Incident Reporting**  
Any incident requiring first aid or emergency response will be recorded for review and further action:

* **Accident Report Form**:  
  After every incident, an accident report form will be completed by the staff or volunteer in charge. This form will include details of the incident, the first aid administered, and any follow-up actions taken.
* **Follow-Up**:  
  If an injury or incident is severe or ongoing, the Organization will follow up with the affected individual to ensure they receive appropriate medical treatment and provide any additional support required.

**8. Post-Incident Support**  
In the aftermath of a significant incident, emotional and mental health support will be offered to both the injured individual and other participants:

* **Counseling and Support Services**:  
  Participants who have experienced distressing or traumatic events will be offered access to counseling or support services as needed.
* **Debriefing**:  
  Following any major incident, a debriefing will take place with staff and volunteers involved in the emergency response. This will ensure that the procedures were followed appropriately, and any improvements can be made for future activities.

**9. Policy Review and Training**  
This policy will be reviewed annually, and any updates to emergency procedures or first aid protocols will be communicated to all staff and volunteers. Ongoing first aid training will be provided to ensure that staff and volunteers are well-prepared for any medical emergency during activities.

**Date Adopted: 16/02/2025**  
**Signed by:** Maryam Seyad  
**Position:** Founder

**Commence CIC**