

We will deal promptly and effectively with any illnesses or injuries that occur whilst volunteers are out during outreach, we take all practical steps to volunteers safe from communicable diseases.

We will record any accidents or illnesses, together with any treatment given, on an Incident Record or Accident Record sheet as appropriate.

Outreach Angels cannot accept responsibility for any volunteers who are ill, if any volunteers attend outreach and are ill they will be sent home & anybody who has been ill should not return to outreach until they have fully recovered, or until after the minimum exclusion period has expired (see table at the end of this policy).

## **Emergency Response Team**

Outreach Angels has a carefully selected emergency response team with the sole purpose of monitoring the ongoing situation during outreach. This team is responsible for the identification of emergency situations and the initiation of the mitigating and responsive procedures outlined below.

## **First aid**

The designated First Aider has a current first aid certificate. First aid training will be renewed every three years. We will take steps to ensure designated first aiders are able to respond quickly to any incident.

The location of the first aid bag will always remain with the first aider as stated at the outreach briefing. The designated First Aider regularly checks the contents of the first aid box to ensure that they are up to date and comply with the Health and Safety (First Aid) Regulations 1981.

The managers will ensure that a first aid kit is taken on all outreach sessions and that at least one member of the group at outreach holds a current first aid certificate.

## **Procedure for a minor injury or illness**

The first aider at the session will decide upon the appropriate action to take if a volunteer becomes ill or suffers a minor injury.

- If a volunteer becomes ill during a session they will be sent home immediately.
- If a volunteer suffers a minor injury, first aid will be administered and the volunteer will be monitored for the remainder of the session. If necessary the volunteer may be sent home.

## **Procedure for a major injury or serious illness**

In the event of a volunteer becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the volunteer needs to go straight to hospital or whether it is safe to be sent home.

- If the volunteer needs to go straight to hospital, we will call an ambulance and a member of management will go to the hospital with the volunteer.
- We will contact the volunteer's next of kin with all urgency, and if they are unavailable we will call any other emergency contacts that we have on file.
- After a major incident the management and volunteers will review the events and consider whether any changes need to be made to the organisations policies or procedures.
- We will notify HSE under RIDDOR in the case of a death or major injury (eg broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

## Communicable diseases and conditions

If an infectious or communicable disease is detected at the organisation, we will inform volunteers as soon as possible.

If there is an outbreak of a notifiable disease at the organisation, we will inform the local health protection unit, HSE under RIDDOR (if appropriate).

## Useful contacts

RIDDOR Incident Contact Unit: 0845 300 99 23

## Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	Until all vesicles (spots) have crusted over
Cold Sores	None. Avoid contact with sores
Conjunctivitis	None
Diphtheria*	Exclusion always necessary, consult local Health Protection Team
Diarrhoea and Vomiting	48 hours after last episode of diarrhoea or vomiting
Glandular Fever	None
Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery	48 hours after last episode of diarrhoea – further exclusion may be required for some children
Hand, Foot and Mouth disease	WNone
Hepatitis A*	Until 7 days after onset of jaundice
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment
Influenza	Until recovered
Measles*	4 days from onset of rash
Meningitis*	Until recovered

Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	None
Pertussis* (Whooping cough)	5 days from commencing antibiotic treatment or 21 days from the onset if antibiotics not given
Ringworm	Exclusion not usually required
Rubella* (German Measles)	4 days from onset of rash
Scabies	Until first treatment has been given
Scarlet fever*	24 hours after starting antibiotic treatment
Slapped Check, Fifth Disease	None (once rash has developed)
Threadworms	None
Tonsillitis	None
Tuberculosis*	Consult local Health Protection Team
Typhoid*, Paratyphoid*	48 hours after last episode of diarrhoea – further exclusion may be required for some children
Warts (including Verruca)	None. Verruca sufferers should keep feet covered

\* Denotes a notifiable disease.

If in any doubt contact local health services for further information.