


FIRST AID

VERSION No	2	
REVIEWED BY	Mariana Philipova	
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Policy Statement

This organisation recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of practice. This includes the provision of Qualified First Aiders in the organisation, who are qualified to deal with minor injuries. In order to ensure that we have enough first aid provision this organisation undertakes a First-aid needs assessment as recommended by the Health and Safety Executive. <http://www.hse.gov.uk/> and our First Aid Provision reflect this assessment.

The Policy

This organisation understands 'First Aid' to refer to:

- ! the initial and appropriate management of illness or injury which aims to preserve life or minimise the consequences of injury and illness until professional medical help can be obtained;
- ! the treatment of minor injuries that do not require the attention of a medical practitioner or nurse.

👤 **First Aiders:** This organisation ensures that a Qualified First Aider is available at all times that there are staff working. They should be contacted via the main office, where there is a list displayed with their names. In addition to Qualified First Aiders, the organisation also supports a number of staff trained in Basic Life Support to assist the Qualified First Aiders.

👤 **First Aid Container:** All employees in this organisation should have access to a First Aid Box whilst at work. The principal First Aid Box is carried by the on-call First Aider who is responsible for checking its contents and ensuring that it is replenished when necessary. The box should contain the following:

- 👤 A Health & Safety Executive (HSE) leaflet giving general guidance on First Aid
- 👤 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 👤 2 sterile eye pads
- 👤 4 individually wrapped triangular bandages (preferably sterile)
- 👤 6 safety pins
- 👤 6 medium sized (approximately 12 cm x 12 cm) individually wrapped sterile non-medicated wound dressings
- 👤 2 large (approximately 18 cm x 18 cm) sterile individually wrapped non-medicated wound dressings
- 👤 1 pair of disposable gloves.

✗ **In this organisation, tablets or medicines should never be kept in the First Aid Box, and items that are out of date should be replaced and disposed of immediately.**

👤 **First Aid Information (Signs and Posters):** First Aid signs and posters are prominently displayed in the main office informing staff, visitors and residents what to do in the event of an emergency and from whom to obtain First Aid assistance. This should include emergency contact telephone numbers. Similar information is included in all staff induction packs and should be carried by staff at all times. All staff must familiarise themselves with the First Aid arrangements and with the names and locations of Qualified First Aiders or Appointed Persons and First Aid Boxes.



Record Keeping: In all situations where staff or residents are injured at work and requiring First Aid the accidents procedure should be followed and the appropriate accident forms should be filled in and witnessed. An incident record should also be made in the Accidents Book if required.

First Aiders must keep a record of all treatment that they provide by completing a First Aid Treatment Record. This information helps to identify accident trends and can be used for reference in future First Aid needs assessment.

Injuries at work are also covered by RIDDOR (the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*) and may require a report to be made to the HSE (see Accident Reporting Policy).

Training Statement

Any staff member who wishes to become a Qualified First Aider should contact their line manager or supervisor and register their interest. The organisation will support and sponsor training for Qualified First Aider and Refresher Courses in so far as the organisation requires a sufficient pool of qualified staff to cover shifts. A Qualified First Aider must hold a valid certificate of Competence in Emergency First Aid at Work or Basic Life Support, issued by an organisation whose training and qualifications are recognised by the HSE. Such certificates are valid for three years; refresher training and re-testing must take place before the qualification expires.

Related Policies
Accident and Incident Reporting (RIDDOR)
Health and Safety
Record Keeping