

First Aid Policy

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First Aid Policy

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Policy Purpose and Statement

People can suffer injuries or fall ill. It doesn't matter whether the injury or the illness is caused by the work they do or service they use or not. What is important is that they receive immediate attention and that an ambulance is called in serious cases.

First Aid covers the arrangements you must make to ensure this happens. It can save lives and prevent minor injuries becoming major ones. Basic and advanced life support skills are also an important consideration in assessing the needs of provision.

Banquo is committed to providing safe and healthy places of work and will, at all times, strive to reduce the risk of injury to staff. Banquo recognise and accepts its responsibilities as an employer to provide first aid to all its staff and third parties who become ill or suffer an injury whilst at work/in our care.

Scope

This procedure covers the responsibilities of all people relevant to the provision of first aid within the service. This procedure does not cover specific first aid methods or theory; that will be delivered on an accredited first aid training course.

Banquo is responsible for providing adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees or service users if they are injured or become ill at work/whilst in our care.

Banquo will provide our trained staff with a suitably stocked first-aid box and will appoint a designated individual to take charge of first-aid arrangements.

What does First Aid cover?

It is important to remember that accidents can happen at any time. First-aid provision needs to be available at all times.

First aid at work covers the arrangements that ensure injured and ill people receive immediate attention and that an ambulance/clinical intervention is sought in serious cases (see Medical Emergency Management Policy)

First aid does not include giving tablets or medicines to treat illness.

First aid regulations do not prevent staff who are specially trained to take action beyond the initial management stage from doing so.

Automated external defibrillators are not covered under First aid training. Staff who use these and resuscitation skills other than the basis CPR techniques shown in first aid training must be appropriately trained as per Banquo's medical Emergency Policy.

Equipment and Training

The role of the **appointed person** includes looking after first-aid equipment and facilities and calling the emergency services when required.

Both operational and non-operational staff will be trained appropriately to be able to deliver first-aid as required.

The relevant manager will conduct a first aid risk assessment to ascertain the First Aid requirements for Banquo.

The Registered Manager is responsible for implementing the agreed safe systems of work and ensuring that there are staff trained in First Aid to the level required.

The Registered Manager must inform employees of the first aid arrangements they should make sure staff know who and where the first aiders are and where the first-aid boxes are is usually sufficient.

Employees Responsibilities

Employees are responsible for ensuring that they are aware of where the First Aid box is located and who the First Aiders are.

If the employee is at all concerned about their work, and health & safety they are encouraged to seek advice from their GP.

Risk Assessment

To comply with regulations the main manager will ensure that a risk assessment is undertaken of all workplace facilities, activities and hazards relevant to the organisation.

The assessment will determine the number of first aiders required, at what level they should be trained and the amount and type of suitable first aid equipment needed to support the first aider.

The assessment should consider:

- any use of machinery, tools or equipment
- any use of medical “sharps”
- the storage or use of potentially hazardous substances
- the potential for workplace violence or aggression
- lone working risks
- existing levels of first-aid support
- the time taken to summon emergency medical assistance should it be needed

The risk assessment will be based on guidance contained in L74 First Aid at Work, the code of practice published by the Health & Safety Executive.

From the risk assessment a judgment will be made as to how many trained and qualified first aiders will be required to provide an effective and safe response to the potential risk of accidents and injuries during working hours.

A judgment will also be made as to how many fixed and portable first-aid kits should be available and where they are to be located/who they should be allocated to.

In determining the level of provision required the organisation will take into consideration:

- provision required during holidays
- adequacy of the provision to account for predicted staff absences
- provision of first-aid for off-site activities and lone workers provision for shift workers and night staff
- Specific consideration will be given to staff or service users who have special health needs or disabilities.

Workplace First Aid Boxes

The minimum contents of First Aid boxes are laid out in the First Aid at Work Regulations Approved Code of Practice.

The list below states the minimum content of first aid boxes under the Regulations:

- 1) a leaflet giving general guidance on first aid e.g. HSE leaflet
- 2) Basic advice on first aid at work (see 'Where can I get further information?')
- 3) 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 4) two sterile eye pads
- 5) four individually wrapped triangular bandages (preferably sterile)
- 6) six safety pins
- 7) six medium-sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings
- 8) two large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings
- 9) one pair of disposable gloves

Staff should not keep tablets or medicines in the first-aid box.

The above is a suggested contents list only; equivalent but different items will be considered acceptable depending on the risks but should be assessed.

First aiders are responsible for checking and replenishing of workplace first aid equipment (but not travel kits) and should check the contents and expiry dates on a weekly basis.

Insurance

All suitably trained staff providing first aid are covered by the insurance arrangements for Banquo.

During an incident

- 1) If a first aider considers an incident is serious and that emergency treatment is required, they will be responsible for calling 999 to summon an ambulance. The First Aider will remain with the patient and brief the ambulance crew on their arrival.
- 2) If necessary, the First Aider should accompany the casualty to hospital or arrange for another member of staff to do so.
- 3) The first aider or member of staff who accompanies a casualty to hospital should remain with them until the completion of treatment or until the family arrives.

First Aiders

- 1) First Aiders are expected to set an example by maintaining a high level of personal hygiene, e.g. washing their hands and removing overalls, if relevant, before administering treatment of any kind.
- 2) If a first aider needs to deal with bleeding, burns, sickness or risk of contact with bodily fluids, they should wear protective gloves provided in every First Aid box. Gloves should be disposed of safely after treatment, using a Clinical Waste Bag.
- 3) Any clothing, which becomes soiled, should be removed as soon as appropriate and cleaned. Treatment dressings or swabs should be disposed of as Clinical Waste.
- 4) First aid boxes should only contain materials and equipment that the First Aider responsible for the box has been trained to use.
- 5) First aid boxes should not contain antiseptics, burn sprays, aspirins (or similar), eye baths or eyecups.

- 6) Located near the to the First Aid box will be a pair of blunt nosed scissors for use in cutting clothing should it be necessary and eye cleansing equipment i.e. 3 x 300 ml of sterile water or saline in sealed disposable containers and

Recording Accidents and Injuries

All accidents and injuries will be recorded in a written or electronic form according to the organisations Incident Reporting policy and procedures.

The record of any first aid treatment given by first aiders and other appointed persons will include:

- The date, time and place of the incident
- The name of the injured or ill person
- Details of the injury or illness, and what first aid was given
- The name and signature of the first aider or person dealing with the incident.

Accident reports, including those where first aid assistance was given, will be regularly reviewed and lessons learnt about the adequacy and effectiveness of Banquo first aid arrangements.

Training

Banquo will provide first aid training for all service user facing staff as part of our training and induction programme including an annual refresher course.

Related Policies and Procedures

Incident Management Policy and Procedures

Medical Emergency Management Policy and Procedures

Training and Development Policy and Procedures

Legislation and Guidance

First aid at work: The Health and Safety (First-Aid) Regulations 1981

Health and Safety Executive [First aid - HSE](#)