

## FIRST AID GUIDELINES

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### **1. Introduction**

- 1.1 The Health and Safety (First Aid) Regulations 1981, place a general duty on employers to provide adequate equipment and facilities appropriate in the circumstances for enabling First Aid to be rendered to their employees if they are injured or become ill at work.

It is the responsibility of the Home Manager to advise her/his staff of the arrangements made for the Home. This must include information regarding the names of the trained First Aiders, the location of the First Aid Box and any other relevant details concerning the first aid provision within the home.

- 1.2 Where non-employees work on premises under the control of another employer, the First Aid provision may be shared provided that it is adequate for the hazards of the work they are providing.
- 1.3 This policy is based on the 1997 Approved Code of Practice and guidance notes. The provision of appropriate first aid requirements must be based on assessment. Further information can be provided by the Health and Safety Advisor at Connaught House.
- 1.4 A First Aider is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. The course should be approved by the H.S.E. First Aiders are re-trained at regular intervals to ensure that their skills are updated
- 1.5 An Appointed Person can take charge when someone is injured or falls ill, including calling an ambulance if required, and looking after first aid equipment e.g. restocking the first-aid box.
- 1.6 An Appointed Person will have undertaken training in first-aid at NVQ Level 2 or 3

### **2. Organisation**

- 2.1 For first aid treatment of a significant injury or illness, the named First Aider on duty is to be summoned. If no First Aider is available, or further treatment is required, then the nearest Minor Injury Unit or Accident and Emergency Department is to be used.
- 2.2 In the event of a serious injury or illness, ambulance services are to be called.

- 2.3 There should be prominently displayed notices giving the location of first aid equipment and the names and locations of First Aiders. All notices are to be in accordance with Safety Signs Regulations 1996.
- 2.4 All employees should be informed of the location of First Aid equipment, personnel and facilities when they are first employed and when they subsequently move to another job.

### **3. First Aid Equipment**

- 3.1 First Aid equipment should be sited at a point convenient to the majority of the workforce. Additional equipment may be necessary where there is a greater risk of an injury occurring, such as in kitchens. The equipment is to be kept clean and properly stocked at all times. There must be a named person responsible for the contents of the First Aid box, preferably a First Aider. The boxes contents and additional equipment must be checked monthly and a record kept, with any missing items replaced immediately.

With some first aid boxes a tag can be fitted to identify if the box has been opened. If the tag is therefore undamaged then the contents are intact/complete, removing the need for a visual check of all the contents.

- 3.2 Employees required either to travel away from their main base, who work in isolation or where access to accident and emergency facilities may be difficult, should carry First Aid Kits for their own treatment in case of accident or illness at work. **It is the responsibility of the employee to request a kit if this has not been supplied.**
- 3.3 The location of the Accident Book and Accident Forms is to be displayed with the First Aid equipment; or, if this is not possible, staff **must** be informed of their location.
- 3.4 The treatment of minor problems, eg: coughs and headaches which may require the administration of tablets and/or medicines, falls outside the definition of First Aid. For this reason, the treatment of minor illnesses does not form part of the training of a First Aider. Tablets and medicines must not be kept with the First Aid equipment and the use of antiseptics is not necessary for the First Aid treatment of wounds.
- 3.5 First Aid kits should be available in all DRH vehicles

### **4. Numbers of First Aiders/Appointed Persons**

- 4.1 Although DRH workplaces are mainly low risk environments, it is expected that one First Aider will be needed for each registered Home. No-one should attempt to deliver First Aid for which they have not been trained.
- 4.2 Managers should conduct an assessment to identify the number of Appointed Persons needed in a given work area. In low risk areas such as Supported

Housing or offices, an Appointed Person rather than a First Aider would be sufficient, but he/she will be given a clear indication of his/her responsibilities and the training required in order to effectively discharge them. It should be ensured that there are adequate numbers of Appointed Persons to cover shift work and annual leave.

- 4.3 All direct care staff receive regular training in how to respond to cardio-pulmonary and choking emergencies.
- 4.4 Special consideration should be given to the First Aid facilities for DRH staff that may travel between Homes (e.g. Liaison Officers) and staff who could be using high risk equipment, (eg: the gardener, who may be using power tools, building tools and garden tools on the home sites.)
- 4.5 A written record of First Aiders and their certificate dates should be kept by Home Managers and at Connaught House.

## **5. Training**

- 5.1 Suitable training for those staff volunteering for First Aid duty is available to ensure that there is adequate provision of qualified First Aiders.
- 5.2 Designated First Aiders will be released from their normal duties to take part in regular updates to refresh knowledge/skills and renew their certificates.
- 5.3 It is the First Aiders' responsibility to ensure they update their qualifications and remain current.

## **6. Records**

- 6.1 First Aiders are to inform their manager of any accident and follow the Accident Reporting Procedures. Any First Aid administered must be recorded in the first aid record. First Aid Records are to be kept on a permanent basis.
- 6.2 Any further advice is obtainable from your Manager or Health and Safety Advisor.

## **REFERENCES:**

The Health & Safety (First Aid) Regulations 1981 HSE

First Aid Approved Code of Practice and Guidance Notes 1997 HSE



## SUGGESTED CONTENTS OF FIRST AID BOXES

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There is no standard list of items to put in a First Aid Box; it depends on what you assess the needs are. As a guide, however, a minimum stock of First Aid items would be:

Four triangular bandages

Two sterile eye pads, with attachments

Two large sterile individually wrapped wound dressings

Six medium sterile individually wrapped wound dressings

Sterile water (if running water unavailable)

Six safety pins

Disposable Gloves

Scissors

A book and pen to record first aid delivered / observations

**No tablets or medicines should be kept in a First Aid Box.**

**NB:** plasters should be available to staff at all times for very minor cuts and abrasions and it may be of benefit to keep plasters (including the blue detectable variety) in an area that is accessible to all staff at all times not necessarily in the First Aid Box