



Policy Title	First Aid at Work	Date Implemented or Date of Last Review	04/20
Policy Reference	H&WB (Local 1)	Date of Next Review	04/21

Policy

The Home will ensure the provision of adequate and appropriate equipment, facilities, information, training and personnel to enable first aid to be given to employees, Residents and visitors if they are injured or become ill whilst in the Home. In accordance with National Minimum Standards a record is kept of all first aid given to children during their placement.

Procedure

Risk Assessment

The Home bases its first aid care and provision on risk assessments which are reviewed on a regular basis. The Home has identified a “lead” person who will undertake such risk assessments which will take account of the nature of the work undertaken by employees, and the hazards and risks associated with this work. In addition to a duty of care to employees, the Home has a substantial duty of care towards the Residents of the Home, some of whom may be prone to falls, and possible serious injury. The risk assessments will take account of and review all accidents and illnesses occurring in the Home, in order to determine the appropriate and adequate provision of first aid care.

The risk assessments will help determine –

- a) The number, location and contents of first-aid boxes within the Home;
- b) The number of persons who should be identified as having a formal role in the provision of first aid care and treatment;
- c) Of these, the number who should be identified as having the role of “Appointed Person” and the number of “First Aiders”;
- d) Of the First Aiders, the number who should be trained in accordance with the “Emergency First Aider at Work” (EFAW) course , and those who should undertake the more advanced “First Aider at Work” (FAW) course.
- e) The need for specialised training which may be necessary to “bridge any gap” between the contents of either the FAW or the EFAW courses where



additional knowledge and expertise may be required to deal with certain types of accident or incident.

- f) The Home's first aid at work requirements during the times when normal staffing is at a minimum, and robust cover arrangements need to be put in place.



Equipment

The Home currently has identified a need for (insert number) First Aid Boxes – all of which are identified, according to Regulations, with a white cross on a green background.

The contents of the boxes include –

- A guidance leaflet (usually the HSE leaflet IND (G) 215, Basic Advice on First Aid at Work);
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- 2 sterile eye pads with attachments;
- 4 individually wrapped triangular bandages;
- 6 safety pins;
- 6 medium sterile individually wrapped un-medicated wound dressings (12 x12cm);
- 2 large sterile individually wrapped un-medicated wound dressings (18 x 18 cm);
- 1 pair of disposable gloves.

(You may wish to add items you have selected as important following your risk assessment)

Headache pills and other minor medicines (such as creams, lotions etc.) will not be included in first aid boxes, as first aiders are not trained or certified to administer medicines.

Information, Instruction and Training

The Home will provide information, instruction and training to all employees on the provision of first aid within the Home. This training will cover the location and contents of first aid boxes, completion of the Accident Book, (see Home Policy Accident Reporting) names of Appointed Persons and First aiders, what to do in the case of an accident etc. Elements of this training will be provided to Residents in a manner appropriate to their circumstances.

On a more formal basis, selected employees, who have been identified as Appointed Persons or First Aiders will be provided with training appropriate to their responsibilities, (i.e. EFAW, FAW) and the results of the risk assessment (therefore including additional specialised training if identified). The costs of training will be borne by the Home.

Refresher training will be undertaken annually.



Personnel

The Home Manager is responsible for all first aid arrangements within the Home.

Following the most recent risk assessment, the Home has designated **(Insert Number)** employees as Appointed Persons/First Aiders*. The names and positions are posted on the Staff Notice Board with copies available at Reception. The person responsible for ensuring that the contents of First Aid boxes are kept up-to-date is identified on the list. The Accident Book is kept by the Home Manager, and all accidents and near-misses ((in other words whether first aid was administered or not) must be recorded. This information is crucial in determining the extent of the first aid requirements and provision for the Home and is a key element in the risk assessment process.

* **An Appointed Person** is someone who takes charge when someone is injured or falls ill, including calling the ambulance if required. They may also be responsible for the first aid equipment including restocking as necessary.

* **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. Training organisations running first aid at work courses should be approved by HSE. A first aider can undertake the duties of an appointed person.

Legal Background

The Home is under a general duty to provide a safe place of work with suitable arrangements for welfare in accordance with S2 of the Health and Safety at Work etc, Act 1974. The Health and Safety (First Aid) Regulations 1981 require all employers to provide adequate and appropriate first-aid equipment, facilities and people. The Home's policy is in response to these general duties and provides for employees, Residents of the Home and visitors.

Signed by Cove Care

Lee Smith

Director

4/20



First Aid

Names of First Aiders

Name	Position	Level ((EFAW) or (FAW)	Notes
			This person is responsible for replenishing the contents of First Aid Boxes

The Accident Book is kept by the Home Manager.



Minimum Contents of First Aid Courses

Item/Illness/Injury	EFAW = Emergency First Aid at Work (At least 6 contact hours)	FAW = First Aid at Work (At least 12 contact hours)
Understand the role of the first aider including reference to the use of available equipment and the need for recording incidents and actions	Yes	Yes
Understand the importance of basic hygiene in first aid procedures	Yes	Yes
Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency	Yes	Yes
Administer first aid to a casualty who is unconscious and /or in seizure	Yes	Yes
Administer cardio-pulmonary resuscitation	Yes	Yes
Administer first aid to a casualty who is bleeding and/or in shock	Yes	Yes
Administer first aid to a casualty who is choking	Yes	Yes
Provide appropriate first aid for minor injuries	Yes	Yes
Recognise the presence of major illness and applying general first aid principles in its management		Yes
Demonstrate the correct first-aid management of:		
Soft tissue injuries		Yes
Injuries to bones including suspected spinal injuries		Yes
Chest injuries		Yes
Burns and scalds		Yes
Eye injuries including how to irrigate an eye		Yes
Sudden poisoning and anaphylactic shock		Yes

The Home Manager will be responsible for confirming the above list is covered in courses arranged, and for arranging for additional courses/course content as identified by the Home's First Aid risk assessment.

