

# First Aid Policy and Procedure

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## 1. Purpose

- 1.1. To ensure that suitable arrangements are in place for the provision of first aid.
- 1.2. To ensure that all staff are aware of their roles and responsibilities in relation to the provision of first aid treatment.

## 2. Policy

- 2.1. Cambian Group will ensure that:
  - Adequate resources are available for the implementation of this policy.
  - This policy and procedure are effectively communicated.
  - An assessment is made to ensure that suitable first aid facilities are provided.
  - Arrangements are made for the provision suitable first aid facilities.
  - An assessment is made to ensure that suitable first aid facilities are provided.
  - Employees with first aid responsibilities receive adequate training.
  - Arrangements are made for the periodic monitoring of performance against this standards
- 2.2. This policy will be reviewed and revised at least annually.

## 3. Procedure

### Who is responsible for implementing this procedure?

- 3.1. The Group Property Director has overall responsibility for management of health and safety.
- 3.2. Registered Managers/School Heads will be responsible for ensuring that first aid arrangements are in place.

### What needs to be done?

#### Provision of first aid facilities

- 3.3. Ensure employees know where First Aid Kits are located and the names of Trained First Aiders/Appointed Persons. Keep them informed of any changes.
- 3.4. First aid facilities should be clearly identified, eg a on the site health & safety notice board

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### First aid kits

- 3.5. Regularly check the contents of first aid kits and ensure they remain fully stocked. They should contain a First Aid Guidance card (HSE publication) which will specify the contents that should be provided.
- 3.6. Contents of British Standard Compliant (BS 8599-1)

### First Aid Kits for the Workplace

Contents	Small Upto 25 Employees	Medium 25 to 50 Employees	Large 50 to 100 Employees	Travel Individual Employee
F/A guidance leaflet	1	1	1	1
Medium sterile dressing	4	6	8	1
Large sterile dressing	1	2	2	1
Triangular dressing	2	3	4	2
Safety pins	12	12	24	12
Eye dressing	2	3	4	1
Adhesive dressings	40	60	100	20
Sterile wet wipe	20	30	40	4
Microporous tape	1	1	1	1
Nitrile gloves - pair	6	9	12	1
Face shield	1	2	3	1
Foil blanket	1	2	3	1
Burn dressing 10 x 10cm	1	2	2	1
Clothing shears	1	1	1	1
Conforming bandage	1	2	2	1
Finger dressing	2	3	4	0
Sterile eyewash 250ml	0	0	0	1

### Trained first-aiders

- 3.7. Ensure that employees are aware that they can only give first aid if they hold a current first aid certificate. This treatment can be provided to employees, individuals, visitors and any other people who are within Cambian's control.
- 3.8. Provide sufficient First Aiders on the site, to take account of shifts and absences. Cambian's policy is that there should be a minimum of one trained first aider per site.

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- 3.9.** Ensure that each first-aider holds a current Certificate of Competence in First Aid Work issued by an HSE approved organisation. Re-training is required every 3 years, i.e. before the expiry date.
- 3.10.** Ensure that where there are 'appointed persons' they receives emergency first aid training (normally 4 hours duration). They should not give first aid treatment. Their role should be limited to maintaining first aid boxes and assisting trained First-Aiders.

### Administering first aid

- 3.11.** First aid should only be administered by a trained first aider.
- 3.12.** For minor injuries which are within the first aider's capability, appropriate treatment should be provided. Otherwise the injured person should be made comfortable until the emergency services arrive.
- 3.13.** Ensure that contaminated waste is safely disposed of and any blood or body fluid spillages are safely removed.
- 3.14.** Record any first aid treatment on the accident report form.
- 3.15.** Copies of first aid certificates should be systematically filed.

### Monitoring

- 3.16.** Registered Managers/School Heads will regularly monitor that first aid facilities are being maintained. This is included in the monthly checklist.

### Review

- 3.17.** This procedure must be reviewed annually or sooner if legislation changes or if there are changes with work processes. Any changes will be communicated to the workforce.

## 4. Standard Forms, Letters and Relevant Documents

- 4.1.** GHS 04.10.01 HSE INDG347 – Basic Advise on First Aid at work