

Policy and Procedure on


First Aid

| | |
|--------------------------|--------------|
| Policy Author / Reviewer | Colin Muddle |
| Approval Date | Feb 2019 |
| Next Review Date | Feb 2020 |
| Version No | 7 |
| Policy Level | Group |
| Staff Groups Affected | All Staff |

1. Monitoring and Review

- 1.1. This policy will be subject to continuous monitoring, refinement and audit by the Head of Service.
- 1.2. The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if
- 1.3. significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:



Chris Strong
Managing Director, Cambian Group
 Feb 2019



Greg Regan
 Interim Principal, The Forum School
 September 2019

Contents

| | | |
|----|---|---|
| 2. | Purpose | 2 |
| 3. | Policy | 2 |
| 4. | Procedure | 2 |
| | Who is responsible for implementing this procedure?..... | 2 |
| | What needs to be done? | 2 |
| | Provision of first aid facilities..... | 2 |
| | First aid kits..... | 2 |
| | First Aid Kits for the Workplace..... | 3 |
| | Trained first-aiders..... | 3 |
| | Administering first aid..... | 3 |
| | Monitoring..... | 4 |
| | Review | 4 |
| 5. | Standard Forms, Letters and Relevant Documents | 4 |

First Aid Policy and Procedure

2. Purpose

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

3. Policy

- 3.1. 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
- 3.2. This policy will be reviewed and revised at least annually.

4. Procedure

Who is responsible for implementing this procedure?

- 4.1. The Group Property Director has overall responsibility for management of health and safety.
- 4.2. 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

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

First aid kits

- 4.5. 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.
- 4.6. Contents of British Standard Compliant (BS 8599-1)

First Aid Policy and Procedure

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

- 4.7. 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.
- 4.8. 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.
- 4.9. 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.
- 4.10. 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

- 4.11. First aid should only be administered by a trained first aider.

First Aid Policy and Procedure

- 4.12. 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.
- 4.13. Ensure that contaminated waste is safely disposed of and any blood or body fluid spillages are safely removed.
- 4.14. Record any first aid treatment on the accident report form.
- 4.15. Copies of first aid certificates should be systematically filed.

Monitoring

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

Review

- 4.17. 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.

5. Standard Forms, Letters and Relevant Documents

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