



# First Aid Policy

Revised March 2013

Contents page

content	Page No.
General statement	3
First aid personnel	3
Legal indemnity of First Aiders	3
First Aid boxes	3
Portable First Aid kits	4
First Aid Room	4
Recording Accidents	4
First Aid supplies	4

## First Aid

### *General Statement*

The Wellbeing Residential Group is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries at work.

The Wellbeing Residential Group will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met.

Should employees have concerns about the provision of first aid within the Wellbeing Residential Group, they should inform a responsible person so the Wellbeing Residential Group management can investigate and rectify the situation if necessary.

The person responsible for the implementation of this policy is the Home Manager.

### Arrangements for Securing the Health and Safety of Workers

#### 1. First aid Personnel

First aid personnel are employees who have volunteered for the role and have been assessed as suitable. The Wellbeing Residential Group will also nominate a person to take charge if a first aider is unavailable in exceptional circumstances. The appointed person does not need to be a qualified first aider, but will be given a clear indication of the responsibilities and training required.

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements. First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

The Wellbeing Residential Group will ensure there are sufficient first aid personnel within the workplace to adequately cover every shift. This includes night shifts and weekend working. Notices will be displayed in all workplaces, giving the location of first aid equipment and the names and locations of relevant personnel.

#### 2. Legal Indemnity of First Aiders

It is unlikely first aid personnel giving assistance to a colleague will become subject to legal action because of deterioration in the colleague's condition. However, the organisation can guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists an employee who becomes ill or is injured.

#### 3. First aid Boxes

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will

contain at least the minimum supplies suggested by L74: First Aid at Work. Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

The location of first aid boxes and the name of the person responsible for their upkeep will be clearly indicated on noticeboards. First boxes will display the:

- a. name of the person responsible for upkeep
- b. nearest location of further supplies
- c. contents of the box and replenishing arrangements
- d. location of the accident book.

First aid boxes will be maintained and restocked when necessary by authorised personnel. These personnel will be aware of the procedure for re-ordering supplies.

#### 4. Portable First aid Kits

Portable first aid kits will be available for staff members required to work away from the normal workplace.

#### 5. First aid Room

A private and comfortable room will be provided to assist first aiders when giving treatment. Access to the first aid room will be obtained from authorised personnel. All staff, especially new recruits, must be made aware of the location of the room.

#### 6. Recording Accidents

All accidents, however minor, must be recorded. The Wellbeing Residential Group will provide an accident book in which all incidents must be noted. The accident book will be housed in a central location, details of which are displayed on first aid boxes.

It is the responsibility of employees to ensure they complete an entry in the accident book as soon as possible after an injury. When the injured person is unable to enter an account into the accident book, the first aider or witness (where relevant) should do so. When an accident results in admittance to hospital or inability to continue work, the relevant manager must be informed immediately.

#### 7. First aid Supplies

For the purposes of maintaining first aid supplies, first aiders should keep a record of supplies used, by whom and for what reason.