



FIRST AID POLICY

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FIRST AID POLICY

First aid can save lives and prevent minor injuries becoming major ones. Under legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

It is a requirement for a person qualified in first aid to be available at all times while adults are on centre premises. While there is no requirement to provide first aid for anyone other than staff, good practice dictates that where possible all incidents involving other personnel should be treated by the most qualified person available.

Staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the Centre in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

COVER

The Health and Safety Manager is responsible for arranging adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. He must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

FIRST AIDERS DUTIES

First aiders must complete a training course approved by the Health and Safety Executive.

At the Centre the main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the Centre.

APPOINTED PERSON

The appointed person for the Centre is the J. Corcoran or her nominated deputy if she is off-site. She will;

Take charge when someone is injured or becomes ill

Look after the first-aid equipment e.g. restocking the first-aid container

Ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are not first aiders. They should not give first aid treatment for which they have not been trained.

FACILITIES AND FIRST AIDERS

The staff room will be available for the treatment of injuries which will fulfil the following requirements;

Contain a basin

Be reasonably near to a WC.

Appropriate and readily available

A minimum of one qualified first aider will be available at all times including lunchtimes.

A list of qualified first aiders will be displayed on the office notice board and on the staff room board.

RISK ASSESSMENT

The Manager responsible for Health and Safety will ensure that an appropriate risk assessment is carried out and that this is reviewed on an annual basis or where significant change is made to the site facilities.

FIRST AID ARRANGEMENTS

All staff and volunteers will be notified of the first aid arrangements during their induction process (See induction policy).

A notice will be placed on the staff notice board detailing first aid arrangements

INSURANCE

The Centre will provide adequate insurance cover for all claims arising from actions of staff acting within the scope of their employment.

OFF SITE TRIPS

For all trips a first aider must accompany the party.

EQUIPMENT

First aid equipment is located in the office room. As a minimum it must consist of;

A leaflet giving general advice on first aid

20 individually wrapped sterile adhesive dressings (assorted sizes)

Two sterile eye pads

Four individually wrapped triangular bandages

Six safety pins

Six medium sized individually wrapped sterile unmedicated wound dressings

Two large sterile individually wrapped unmedicated wound dressings

One pair of disposable gloves

TRAVELLING FIRST-AID CONTAINERS

For off site activities the minimum stock of first aid items will be;

A leaflet giving general advice on first aid

Six individually wrapped sterile adhesive dressings (assorted sizes)

Two individually wrapped triangular bandages

Two safety pins

One large sterile individually wrapped unmedicated wound dressing

Individually wrapped moist cleansing wipes

One pair of disposable gloves

HYGIENE / INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff must wear disposable gloves when dealing with blood or other bodily fluids and disposing of dressings or equipment.

REPORTING OF ACCIDENTS AND RECORD KEEPING

The Director responsible for Health and Safety will be responsible for complying with RIDDOR requirements

A record must be kept of all reportable injuries. This must be completed on the pre-printed green accident forms. These forms must be retained for 3 years for adults and for children until their 21st birthday.

All other incidents which require first aid should be recorded on the schools incident forms to aid in the identification of accident trends and other assessments.