

First Aid Policy

1 Policy

- 1.1 Heads/General Managers shall ensure that adequate and appropriate first aid equipment, facilities and people are available so immediate help can be given if employees, people who use our services or visitors are injured or taken ill whilst with Hesley Group.
- 1.2 All Managers are responsible for ensuring:
- There are adequate numbers of first aid boxes in the areas/units/locations they are responsible for
 - All first aid boxes are checked on a weekly basis, Forms [H&S 1.15.1](#) and [H&S 1.15.2](#).
 - First aid boxes contain the prescribed contents
 - All staff working in their area are aware of the First Aid Arrangements.
 - Defibrillators are checked on a weekly basis using Defibrillator Weekly Check Form, [H&S 1.15.3](#).

2 Purpose

- 2.1 To provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work in line with The Health and Safety (First-Aid) Regulations 1981.
- 2.2 To ensure our first aid provision takes account of the number of persons employed and visitors, the size of our organisation and the hazards and risks involved in our activities.

3 Procedures

- 3.1 First Aid can save lives and prevent minor injuries becoming major ones.

The Regulations specify two classes of First Aid personnel. These are:

Emergency First Aiders

- 3.2 As part of the Company's Induction process all care/education staff complete a one day Emergency First Aid at Work course and gain a HSE approved certificate valid for 3 years. The course provides information about basic life saving first aid and workplace health and safety regulations. Assessment by the trainer is continuous throughout the day.

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First Aiders

- 3.3 A number of staff across Hesley Group are trained First Aiders. The course lasts 3 days and includes emergency first aid at work, use of defibrillators and also equips the first aider to apply first aid to a range of specific injuries and illnesses. After completing a final assessment, successful candidates receive a HSE approved certificate valid for 3 years.
- 3.4 Calculating the number of First Aiders required at each service.

	Number of People	Number of First Aiders
Staff	0-75	1
	76-150	2
	151-225	3
People who use our services	0-50	1
	51-100	2

The number of First Aiders trained at each service should take account of foreseeable absences such as annual leave and training requirements.

For example:

If Hesley Village has approximately 188 staff working during an average day shift and 56 people who use our services, a minimum of 5 First Aiders should be present on site and available in the event of an emergency.

- 3.5 Heads/Managers are responsible for ensuring that the identities of the First Aiders are well publicised throughout their service. Staff on every shift should know who the First Aiders are and how they can be contacted.

Heads/Managers are responsible for monitoring the number of First Aiders and should report on this at their service’s quarterly Health and Safety Committee Meetings.

- 3.6 All First Aiders should take precautions to avoid infection and must follow basic hygiene procedures. First Aiders should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Wash hands in soap and water and any other exposed skin that may have been in contact with another person’s blood. For further information on Infection Control see [H&S 1.17](#).

First Aid Boxes

- 3.7 First aid boxes must be purchased from a reputable supplier and be clearly marked, with a white cross on a green background.
- 3.8 All first aid boxes will be stocked in accordance with the contents lists below. The contents should be checked on a weekly basis by a member of staff and form [H&S 1.15.1](#), [H&S 1.15.2](#) or [H&S 1.15.4](#) completed. If additional contents

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are missing, out of date or thought unsuitable for use the Manager responsible for the area/unit/location concerned should be notified immediately.

- 3.9 The First Aid Box Checklist, [H&S 1.15.1](#)/[H&S 1.15.2](#)/[H&S 1.15.4](#) should be kept in the bound Food Safety Diary booklet, inside the First Aid Box or held centrally by a nominated member of staff.
- 3.10 First Aid boxes should not be over stocked and should close securely. Boxes should be placed in a clearly identified and readily accessible location. Every First Aider and the Appointed Person should have access to, or be in charge of, the first aid box.
- 3.11 First aid boxes will be provided for all off-site activities. The first aid boxes (usually stored in company vehicles) must be checked on a weekly basis, [H&S 1.15.2](#).
- 3.12 Under no circumstances should additional items be added to the First Aid Box.
- 3.13 Tablets or medicines should not be kept in the first aid box.

First Aid Boxes Contents List

Item	No.
Guidance card giving general guidance on first aid	1
Washproof Plasters Assorted (In all food preparation areas plasters must be blue in colour)	10
Sterile eye pads	2
Individually wrapped triangular bandages	2
Sterile cleansing wipes	4
Medium Dressing	4
Conforming Bandage	1
Large Dressing	1
Finger Dressing	1
Burnshield® Dressing – 10cm x 10cm	1
Microporous tape	1
Disposable gloves	2
Revive Aid	1
Eye Wash Phials (20ml)	2

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Travelling First Aid Boxes Contents List

Item	No.
Guidance card giving general guidance on first aid	1
Washproof plasters assorted	10
Medium Dressing	1
Large Dressing	1
Conforming Bandage	1
Triangular Bandage	1
Eye Pad	1
Sterile Cleansing wipes	4
Microporous Tape	1
Revive Aid	1
Disposable Heat Retaining Adult Blanket	1
Disposable gloves	2
Eye Wash Phials (20ml)	1

Learning & Development First Aid Bag Contents List

Item	No.
Guidance card giving general guidance on first aid	1
Washproof plasters assorted	5
Medium Dressing	1
Conforming Bandage	1
Triangular Bandage	1
Eye Pad	1
Sterile Cleansing wipes	2
Microporous Tape	1
Revive Aid	1
Disposable gloves	2
Eye Wash Phials (20ml)	1

Policy No: H&S 1.15**3.14 Defibrillators**

Each service has an Automated External Defibrillator (AED) located in an area which is accessible 24/7. The devices are portable and deliver an electric shock through the chest to the heart. The shock can potentially stop an irregular heart beat and allow a normal rhythm to resume following sudden cardiac arrest. Defibrillators should be checked on a weekly basis, using Defibrillator Weekly Check Form, [H&S 1.15.3](#).

First Aid Information & Training

- 3.15 Personalised information on first aid is included in the induction programme for any new employees and existing employees are informed of any changes which are made in this respect. Notices will inform employees who and where First Aiders and Appointed Persons are and where the first aid boxes are located.

Record Keeping

- 3.16 Any first aid given to employees, people who use our services or visitors should be recorded in the nearest accident book as detailed in Policy [H&S 1.2](#).

4 Further Instructions

- 4.1 None.

Date of this Policy	Next planned review date
21/01/2021	21/01/2023

5 Standard Forms, Letters and Documents

- 5.1 [First Aid Box Checklist, H&S 1.15.1](#)
- 5.2 [First Aid Box Checklist, H&S 1.15.2](#)
- 5.3 [Defibrillator Weekly Check Form, H&S 1.15.3](#)
- 5.4 [Learning & Development First Aid Bag Checklist, H&S 1.15.4](#)

6 Other Documents to be Referred to

- 6.1 [Accidents Policy, H&S 1.2](#)
- 6.2 [Risk Assessment Policy, H&S 1.27](#)
- 6.3 [Infection Control Policy, H&S 1.17](#)