

First Aid Policy

This organisation recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of practice. This includes the provision of Qualified First Aiders in the organisation qualified to cope with minor injuries. The organisation fully complies with the **Health and Safety (First Aid) Regulations 1981**.

This organisation understands First Aid to refer to:

- The initial and appropriate management of illness or injury which aims to preserve life or minimise the consequences of injury and illness until professional medical help can be obtained; and
- The treatment of minor injuries that do not require the attention of a medical practitioner or nurse.

The organisation recognises that employers are required to make arrangements for first aid at work, to ensure that illness or injury at work is treated and managed in the most appropriate way.

This organisation ensures that a Qualified First Aider is available at all times that there are staff and/or learners working. They should be contacted via the main office where there is a list displayed with their names.

All employees in this organisation should have access to a First Aid Box whilst at work. The principal First Aid Box is located in the training room and the First Aider is responsible for checking its contents and ensuring that it is replenished when necessary. The box should contain the following.

- An HSE leaflet giving general guidance on First Aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages (preferably sterile).
- 6 safety pins.
- 6 medium sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings.
- 2 large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings.
- 1 pair of disposable gloves.

Tablets or medicines should never be kept in the First Aid Box in this organisation and items that are out of date should be replaced and disposed of immediately.

Additionally, a telephone must always be made available for emergency calls and learners will have access to water and general welfare facilities.

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Otis Hanley