

Five Rivers Group – Operating Policies & Procedures	
Title:	Health & Safety Policy Manual
Policy Number:	H&SE001

# First Aid

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## 13 First Aid Introduction

The purpose of first aid is to reduce the effect of injury or illness suffered at work and first aid provision must be “adequate and appropriate in the circumstances” to ensure compliance with the requirement of the Health & Safety (First Aid) Regulations 1981. This means that sufficient First Aid personnel and facilities should be available:-

- To give immediate assistance to casualties with both common injuries or illness and those likely to arise from specific hazards at work; and
- To summon an ambulance or other professional help

### 13.1 Arrangements

Each of Five Rivers Child Care Ltd locations should have at least two named First Aiders with one First Aider on duty at all times who should be suitably trained.

All First Aiders and Appointed Persons should hold a valid certificate and arrange to attend the refresher course before the expiry date which is currently 3 years. A diary system/reminder should be maintained by the Unit/Office to ensure this is implemented.

First Aiders or Appointed persons should not provide first aid treatment for which they have not been trained.

First aid is only intended to provide an element of protection of an injury or to reduce discomfort.

Signs stating the names of the First Aiders/Appointed Persons and the locations of the First Aid Boxes will be displayed on the Notice Board. The First Aiders/Appointed Persons are responsible for ensuring that the contents of the First Aid Boxes are checked regularly and are up to date. A Needs Assessment should be undertaken to ascertain what contents are most suited for the area concerned. **(See Appendices for suggested First Aid Box Checklist)**

“There is a British Standard BS 8599 for first aid kits, it is not a regulatory requirement under the Health and Safety (First-Aid) Regulations 1981 to purchase kits that comply with this standard. Instead the contents of a first aid box is dependent on an employers first aid needs assessment.

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This means for employers following a needs assessment the options are:

1. Within your workplace you have access to a first aid kit whose contents complies with BS 8599 and matches your needs assessment;

or

2. Within your workplace you have access to a first aid kit whose contents matches your needs assessment but does not comply with the requirements of BS 8599.” *(taken from the Health & Safety Executive (HSE) website)*

**See First Aid Needs Assessment Form in appendices.**

### 13.2 First Aid Box

Registered Unit Managers and Business Practice Managers, Department Heads and Service Managers have ultimate responsibility to ensure that provision of a First Aid box is available in their service area.

This responsibility may be delegated to a member of staff who should be suitably trained to undertake this. A First Aid Needs Assessment should be carried out to determine the contents of the First Aid Box.

A suggested First Aid Box contents for Residential Units **may** contain:

- Guidance note in First aid and a reference number on the lid
- 40 sterile adhesive dressings (plasters)
- 4 eye pads, 1 eye wash
- 4 sterile triangular bandages
- 12 safety pins
- 8 sterile medium (no 8) dressings
- 4 sterile large (no 9) dressings
- 4 sterile extra large (no 3) dressings
- 1 tube antiseptic cream
- 1 pair of disposable gloves
- 6 sterile wipes

All injuries, however minor, should be recorded in the Accident Book and by completing the Five Rivers Accident and Injuries Form, unless the premises has access to the Clear Care system in which case the injury should be recorded on the system with no requirement for an Accident Book Record.. *(See Accidents, Injuries and Near Misses Section 20)*

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### 13.3 First Aid – Foster Carers

All foster homes are to be encouraged to have at least one person in the house with a recognised First Aid Certificate. A First Aid Needs assessment should be carried out by the nominated First Aider to determine the contents of the First Aid Box.

The Family Placement Service will arrange, in conjunction with Five Rivers Child Care Ltd Training for carers, to have yearly access to a First Aid course for the purpose of taking and receiving certification.

It is the responsibility of Service Managers to keep a record of foster carers' First Aid Training.

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