

## FIRST AID POLICY

### 1. AIM

- 1.1 To ensure that suitable arrangements are in place for the provision of first aid.
- 1.2 To ensure that all staff are aware of their roles and responsibilities in relation to the provision of first aid treatment.
- 1.3 It is the personal responsibility of every individual referring to this policy to ensure that they are viewing the latest version; this will always be published on Cygnet's Mypoint/Sharepoint/Knowledge.

### 2. SCOPE

- 2.1. This policy applies to all Cygnet locations.
- 2.2. This policy applies to all Cygnet and Bank/Agency staff.
- 2.3. It is the agreed Policy and any unauthorised deviation by staff from following this policy and supporting procedures and documents may be subject to disciplinary procedures.
- 2.4. Whilst this policy aims to cover all eventualities, Cygnet offers a diverse range of services across an equally diverse range of sites. The physical layout of/facilities available at some sites may render some aspects of the policy inappropriate/unachievable. In such circumstances it may be appropriate to deviate from specific aspects of the policy or to amend supporting documentation in the interests of safe management. Such local variations may, however, only be implemented with the prior authorisation of the Group Facilities Risk Manager and, where deemed appropriate, submission of a supporting risk assessment.
- 2.5. Links to supporting Policy, documents and references are in [Section 10](#).

### 3. LEGISLATION

- 3.1. This policy will ensure compliance with the following legislation:
  - The Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice. (as amended 2009).

### 4. DEFINITIONS

#### First Aid

- 4.1. Occasions or situations where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained. Treatment of minor injuries which otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

#### First Aider

- 4.2. An employee who undertakes first aid duties associated with Cygnet Policy and who holds a valid certificate of competence (e.g. first aid at work [FAW] or emergency first aid at work [EFAW]), issued by the organisation whose

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training and qualification are approved by the Health and Safety Executive (HSE).

### **Appointed Person**

- 4.3. An employee who takes charge of a situation if a serious illness/injury occurs in the absence of a qualified First Aider and ensures that processes are in place to manage that situation.

## **5. INTRODUCTION**

- 5.1. People at work can suffer injuries or fall ill, irrespective of whether the injury or illness is caused by the work that they do. What is important is that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. The five most common scenarios when people need first aid include:

- Severe bleeding.
- Choking.
- Heart attack.
- Unconscious but breathing.
- Unconscious and not breathing.

- 5.2. The Health and Safety (First Aid) at Work Regulations 1981 (as amended 2009) cover the arrangements that need to be made, with the key emphasis on suitable and sufficient cover. The level of first aid cover needed should be determined by carrying out a risk assessment of the risk exposures within individual workplaces. The arrangements do not include giving tablets or medicines to treat illness.

- 5.3. In addition, the Regulations do not prevent staff who are specially trained i.e. doctors, nurses, qualified personnel from taking action beyond the initial management stage.

## **6. POLICY**

- 6.1. Cygnet will ensure that:
- Adequate resources are available for the implementation of this policy.
  - This policy and procedure are effectively communicated.
  - An assessment is made to ensure that suitable first aid facilities are provided.
  - Arrangements are made for the provision suitable first aid facilities.
  - Employees with first aid responsibilities receive adequate training.
  - Arrangements are made for the periodic monitoring of performance against this standard
- 6.2. This policy and associated procedure will be reviewed at least every 3 years or sooner if necessary.

## **7. PROCEDURE**

### **Provision of First Aid Facilities**

- 7.1. Ensure employees know where First Aid Kits are located and the names of Trained First Aiders/Appointed Persons. Keep them informed of any changes.

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7.2. First aid facilities should be clearly identified via local signage.

### **First Aid Kits**

7.3. The registered Manager should identify a staff member to regularly check the contents of first aid kits and ensure they remain fully stocked. They should contain a First Aid Guidance card (HSE publication) which will specify the contents that should be provided.

7.4. Contents of British Standard Compliant (BS-8599-1) First Aid Kits for the Workplace:

<b>Contents</b>	<b>Small</b> Up to 25 Employees	<b>Medium</b> 25 to 50 Employees	<b>Large</b> 50 to 100 Employees	<b>Travel</b> Individual Employee
F/A guidance leaflet	1	1	1	1
Medium sterile dressing	4	6	8	1
Large sterile dressing	1	2	2	1
Triangular dressing	2	3	4	2
Safety pins	12	12	24	12
Eye dressing	2	3	4	1
Adhesive dressings	40	60	100	20
Sterile wet wipe	20	30	40	4
Microporous tape	1	1	1	1
Nitrile gloves - pair	6	9	12	1
Face shield	1	2	3	1
Foil blanket	1	2	3	1
Burn dressing 10 x 10cm	1	2	2	1
Clothing shears	1	1	1	1
Conforming bandage	1	2	2	1
Finger dressing	2	3	4	0
Sterile eyewash 250ml	0	0	0	1

### **Trained First-Aiders**

7.5. Ensure that employees are aware that they can only give first aid if they hold a current first aid certificate. This treatment can be provided to employees, individuals, visitors and any other people who are within the Companies control.

7.6. It is Cygnet policy that there should be a minimum of one trained first aider on each shift at each location.

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- 7.7. Ensure that each first-aider holds a current Certificate of Competence in First Aid Work issued by an HSE approved organisation. Re-training is required every 3 years, i.e. before the expiry date.
- 7.8. Ensure that where there are 'appointed persons' they receive emergency first aid training (normally 4 hours duration). They should not give first aid treatment. Their role should be limited to maintaining first aid boxes and assisting trained First-Aiders.

### **Administering First Aid**

- 7.9. First aid should only be administered by a trained first aider.
- 7.10. For minor injuries which are within the first aider's capability, appropriate treatment should be provided. Otherwise the injured person should be made comfortable until the emergency services arrive.
- 7.11. Ensure that contaminated waste is safely disposed of and any blood or body fluid spillages are safely removed.
- 7.12. Record any first aid treatment on the accident report form.
- 7.13. Copies of first aid certificates should be systematically filed

### **Monitoring**

- 7.14. Registered Managers will regularly monitor that first aid facilities are being maintained. This is included in the monthly checklist.

### **Review**

- 7.15. This policy and associated procedure will be reviewed at least every 3 years or sooner if necessary.

## **8. TRAINING**

- 8.1. Mandatory training is provided in-house and covers:
  - Immediate Life Support.
  - First Aid at Work.
  - Emergency First Aid at Work.
- 8.2. First aid training is provided via Achieve e-learning modules and by experienced and appropriately qualified first aid trainers.
- 8.3. An appropriate number of staff will receive training in first aid and be in receipt of a valid certificate, a copy of which will be kept in their personnel file.
- 8.4. Staff identified as First Aiders will receive refresher training every three years, before the date of expiry of their existing certificate.
- 8.5. In practice, many units have nursing and medical staff that could provide assistance (within their scope of professional practice) after an accident, even if they have not undertaken the official first aid course. The Approved Code of Practice for complying with First Aid at Work Regulations states:

*"The training and experience of:*

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- *Qualified medical doctors registered with the General Medical Council and*
- *Nurses and midwives whose names are registered with the Nursing and Midwifery Council.*

*...qualify them to administer first aid. Where such doctors, midwives and nurses are employed, the employer may take that into account in determining first aid provision and in particular, the need for appointing First Aiders."*

### **9. ACCOUNTABILITY**

- 9.1. The group property director has overall responsibility for management of health and safety.
- 9.2. Registered managers will be responsible for ensuring that first aid arrangements are in place.

### **10. STANDARD FORMS, LETTERS AND REFERENCES**

#### **References, Guidance and Further Reading**

- 10.1. HSE INDG347 – Basic Advice on First Aid at work
- 10.2. INDG214 (rev 2) 05/14 – First Aid at Work.