

## **First Aid Policy**

The First Aid at Work Regulations place a duty on AVCT to make provision for first aid by:

- Ensuring there is adequate and appropriate equipment and facilities to provide first aid to employees and learners/participants who become injured or ill at work/training/activities.
- Ensuring that there are suitable persons able to administer first aid if employees or learners/participants become injured or ill at work/training/or taking part in activities.

### **Definition of First Aid**

*'First aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill.'*

Accordingly, AVCT staff administering first aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition and where necessary obtain medical assistance or refer the casualty on to medical staff as quickly as possible.

### **First Aid Assessment of Need**

This assessment will be conducted in accordance with the guidance published by the Health and Safety Executive (HSE) and will ensure that appropriate first aid personnel and equipment are available to:

- Give immediate attention to an employee, learner/participant or visitor suffering from common injuries and illness and those likely to arise from specific hazards at work/training or taking part in activities.
- Call an ambulance or other professional help as required
- The amount of first aid equipment and trained personnel necessary will depend on the circumstances of each situation/location.

### **First Aid Equipment**

The assessment of first aid need, together with the risk assessment of activities, will determine the level of first aid equipment required. All first aid equipment must be contained in a suitably marked container, ideally a green box with a white cross, and located in an accessible place; First aid boxes should protect first aid items from dampness and contamination by dust, fumes etc; First aid kits will contain items for administering first aid according to the HSE's guidance

**Note: Medication, disinfectants, ointments, etc. are NOT to be held in a first aid box under any circumstance.**

The content and selection of first aid kits may vary in circumstances where the assessment of first aid need indicates this is appropriate (e.g. an alternative container for use in offsite activities).

### **Monitoring of First Aid Equipment**

The First Aid Officer or the Appointed Person, should inspect the first aid equipment on a regular basis and replace any items as necessary, paying particular attention to expiry dates, cleanliness etc.

### **First Aid record keeping**

Whenever a member of staff administers first aid, they should complete a 'First Aid Record' book.

### **Information on First Aid arrangements**

In order for AVCT's first aid arrangements to operate effectively, it is important that they are known and understood by everyone at AVCT. The names of their First Aiders are displayed around the building.

### **Implementation of the First Aid Policy**

In order that adequate and appropriate first aid provision exists across AVCT it will be necessary to carry out the following activities:

- Undertake an Assessment of First Aid Need for each area/activity/building and review the assessment on a regular basis;
- Ensure that all members of staff are familiar with the first aid;
- Display first aid notices in the building;
- Carry out regular checks on first aid materials.

### **Duties and responsibilities**

It is the First Aid Officer's responsibility to:

- Attend **all** calls for first aid assistance;
- Ensure their own safety at all times;
- Provide assistance at all times in compliance with their 'First Aid training';
- First Aid Officers must be aware of the limits of their competency and when to call for an ambulance/assistance;
- Take charge of the casualty until a satisfactory level of recovery has been achieved or until the emergency services have arrived;
- Ensure that the condition of the casualty does not deteriorate as far as reasonably practicable by implementing their first aid training;

- Refer the patient onto hospital or to their own GP as appropriate if they are in the opinion that further treatment/attention is required;
- Complete a 'Record of First Aid Administered at Work' form in **ALL** cases where treatment has been rendered;
- Keep designated first aid boxes fully stocked and ensure that all items are within their expiry date.