



## **First Aid Policy**

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## Fair Deal First Aid Policy

### Aim

The aim of this policy is to ensure that Fair Deal have in place effective First Aid procedures for staff at all levels to ensure health and safety is paramount and that Fair Deal is compliant with relevant health and safety legislation. Staff will be introduced to Fair Deal's First Aid policy and procedures during their induction period

### Health and Safety at Work

#### The Law

As an employer and a provider of social care, Fair Deal Operations are covered by the Health and Safety at Work Act 1974 (HASAWA). This act imposes statutory duties on employers and employees, to ensure these duties are carried out it is the policy of Fair Deal so far as is reasonably practicable, to ensure that responsibilities for health and safety are assigned, accepted and fulfilled at all levels of the organisation. It is the intention of Fair Deal so far as is reasonably practicable to ensure that the correct training is in place to ensure that staff are prepared and competent at all times for their role and are able to carry this out safely. A risk assessment will be carried out by Fair Deal staff to ensure all first aid requirements are met.

#### Office Base Responsibility for First Aid

Fair Deal have a responsibility to have trained first aiders on the premises who are able to respond to any accidents/incidents which may arise. The two first aiders will be named at the office base and one of them will always be available, these staff members must complete a First Aider at Work aid training course which is renewed every three years. Notification of who these workers are will be stated in a prominent position on each floor of Fair Deal's office base. The first aiders will be responsible for ensuring a fully equipped first aid box is maintained at the office base.

#### Support Staff Responsibility for First Aid

Support staff at Fair Deal will attend a one-day emergency first aid training course which is refreshed on a yearly basis. The one-day training course equips staff to respond to any emergency situations that may arise when they are out supporting people and gives them clear direction as to how to deal with these. Within all supported living environments and venues Fair Deal support people in we will ensure all staff are aware of the first aid procedures, have staff trained in first aid, have first aid boxes and have accident recording books to allow incidents to be recorded and monitored.

This above training complies with Health and Safety (First Aid) regulations 1981.

The Emergency First Aid Training course covers the following:

- Understanding the role and responsibilities of the first aider
- Recording and reporting of incidents including RIDDOR
- Contents of a first aid kit, including preventing cross infection
- Assessing the situation and acting safely, effectively and promptly in an emergency
- Administer First Aid to a casualty who is/requires:
  - Unconscious, including seizures
  - Cardiopulmonary Resuscitation (CPR)
  - Choking
  - Wounded and Bleeding
  - Suffering from Shock
  - Anaphylactic Shock

- Asthma
- Diabetes
- Fractures
- Strokes
- Heart Attack including Angina
- Appropriate first aid for minor injuries

## Document Information

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## Amendment History

<b>Date</b>	<b>Version</b>	<b>Created By</b>	<b>Description of Change</b>
16/08/2016	1	Margaret Fenton	Initial Release
09/07/2018	2	Anne Marie Borthwick	Change to front Cover
15/05/2019	3	Elaine Davidson	Added Front Cover and Amended Footer