FIRST AID POLICY

Area:	MACKENZIE THORPE CENTRE	north east autism society	
Title:	First Aid Policy		
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Policy Statement

North East Autism Society recognises its responsibility to ensure that all reasonableprecautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of practice.

Legislative Requirements

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid tobe given to all employees if they are injured or become ill at work.

The Management of Health and Safety at Work Regulations 1999 state that everyemployer shall make a suitable assessment of the risks to health and safety of his/her employees to which they are exposed whilst being at work.

The Health and Safety Executive state that although the regulations do not place alegal obligation to provide first aid provision for non–employees, it strongly recommends that they are included in a first aid needs assessment and that provision is made for them.

Definitions

First Aider: someone who has received training in administering first aid at work and equips them to apply first aid to a range of specific injuries and diseases and holds a current First Aid at Work Certificate. A first aid certificate is valid for three years from the date of issue.

Emergency First Aider: someone who has received Emergency First Aid at Work training in administering first aid to someone who is injured or becomes ill whist atwork. An Emergency First Aid certificate is valid for three years from the date of issue.

Appointed person: someone who looks after the first aid equipment and facilities and calls for emergency services when required.

NB: Appointed persons should not give first aid unless they have been trained to doso. A First Aider can act as an appointed person.

First Aiders

The Society ensures that a Qualified First Aider is always available where there are staff working. They can be contacted via the details displayed on the list within each of the Society's establishments. All staff must familiarise themselves with the First Aid arrangements and with the names and locations of Qualified FirstAiders or Appointed Persons and First Aid Boxes.

The number of first aiders required will vary within each service area. The manager must carry out a first aid needs assessment to help them decide how many first aiders are required. There are no hard and fast rules on exact numbers.

First Aid Box

All employees within the Society have access to a First Aid Box whilst at work. Theprincipal First Aid Box is carried by the on-call First Aider who is responsible for checking its contents and ensuring that it is replenished when necessary. The box should contain the following (as recommended by HSE):

1	First aid leaflet
1	Contents list
4	Medium sterile dressings
1	large sterile dressings
2	Triangular bandages
6	Safety pins
2	Sterile eye pads
40	Waterproof plasters
20	Alcohol-free wipes sterile
1	Adhesive tape
6	Nitrile disposable gloves (pairs)
2	Finger dressing sterile
1	Resuscitation Aid
1	Foil blankets
1	Hydrogel burn dressing
1	Shears
1	Conforming bandage

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

Smaller First Aid Boxes may be carried by Appointed Persons who are care staffand are thus mobile. Appointed Persons who are allocated First Aid Boxes are responsible for checking contents.

Record Keeping

In all situations where staff or pupils are injured at work, and requiring First Aid, the accidents procedure should be followed, and the appropriate accident forms should be completed.

An incident record should also be made in the Accidents Book as required.

First Aiders must keep a record of all treatment that they provide by completing a First Aid Treatment Record. This information helps to identify accident trends andcan be used for reference in future First Aid needs assessment.

A record of any first aid treatment given by first aiders and appointed personsshould be include:

- the date, time and place of incident;
- the name of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example wenthome, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

In an emergency, the HR department will be able to provide details for the staff member's named contact to enable them to be contacted as soon as possible. It isalso necessary to report all serious or significant incidents to the parents/named contact of pupil e.g. by sending a letter home, or telephoning them.

Injuries at work are also covered by RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and may require a report to be madeto the Health & Safety Executive, CQC, Ofsted and/or Commissioners of Services.
Accident records, either in written or electronic form must be readily accessibleand kept for a minimum of 3 years.

Responsibilities

The Trustees along with the Chief Executive Officer are responsible for ensuring the successful implementation of the Policy within the Society; however, Senior Management, Principals and Managers have been delegated responsibility forimplementing this policy within their area(s) of control.

Insurance

The Society confirms that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Training

All staff will undertake a 1 day first aid course within their induction period. TheSociety will support training for Qualified First Aider and Refresher Courses in sofar as required to enable a sufficient pool of qualified staff to cover all activities.
Identified emergency first aiders must complete the 3-day First Aid at Work course.

A Qualified First Aider must hold a valid certificate in First Aid at Work, issued by an organisation whose training and qualifications are recognised bythe HSE. Such certificates are valid for three years and refresher training and re- testing must take place before the qualification expires. Where applicable a paediatric first aid course must be completed to meet Ofsted regulations.

Related Policies

Health & Safety Policy
Accidents, Injuries and Unexplained Injuries PolicyAccident
and Incident Policy

Further advice and guidance can be found on the HSE websitehttp://www.hse.gov.uk/firstaid/index.htm